

HEALTH PROMOTION SERVICE – QUARTERLY REPORT (Q4) 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
Jan – Mar 2010	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 	Not attended No longer relevant		-1 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 • 3 Monthly HNP reports • Quarterly HPS report • Attend 3 SWWB out of county meetings 	Completed and submitted Completed and Submitted Completed and Submitted Completed and submitted Training and Steering Group attended	Report Report Report Report Minutes	0 0 0 0 -1	New CHDW now in post
	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 	No specific HCs supported Current HC now being supported via ZH			
	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 	Completed as far as possible 25 Groups Supported 11 individuals supported.	Completed forms Forms/SGS Reports	+5 +1	
	Improve skills of Step by Step staff <ul style="list-style-type: none"> • CHDW and HT to attend Health Trainer Training 	HT completed City & Guilds CHDW did not complete C&G resigned CHDW completed mandatory training and Direct Marketing, Mental Health First Aid.	Certificate Certificates	0 -1 +2	

	HT completed Mental Health First Aid.	Certificate	+1	
Take part in activity/exhibition days to promote the Step by Step and Health Promotion to a wide audience • As and when required	Skilled for Health and Health Champion Celebration.	Attendance List	0	
Increase amount of groups and individuals accessing training opportunities to improve skills • As and when required	Not required in this quarter		-1	
Continue to develop and distribute promotional materials in all areas • Place posters and leaflets in GP surgeries and other venues throughout the areas	Michaela who lives in Falmouth has been distributing in children and community centres but has now been put on hold until we have the new leaflets.		-1	New leaflets being redesigned with distribution list drawn up
Liaise with project leads to create more effective working • As and when required	Attended team meetings, A Team and HNP		0	
Work in partnership with the Health Trainer Project and other HP projects • Complete Health Trainer paperwork	Currently being completed by groups supported and individual clients		0	

Groups supported Liskeard Breathers, St Minver Computer Club, CLASP, Threemilestone Luncheon Club, Be Kind to Yourself, Imerys Male Voice Choir, CHAT, Kingsand Bowling Club, St Dennis Keep Fit Group , Ginsters Gardening Club, Cornwall Residents Forum, Penryn Food Bank, Fountain House Music Group, Allsorts, Cornwall People First, St Kew Parich Council, Newquay MIND, Skytip News, Pensilva Carers, Torpoint Diabetic Circle, Inbetweenies, Liskeard Looe Rugby Club, Hatt Youth Sports, Landulph Under 5s and Threemilestone Play Area.