**Time to Change Funded Hub Reporting Template**

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| **Hub name** |  Kingston upon Thames |
| **Period covered** |  1 March 2019 – 30 June 2019 |
| **Report completed by (name & email address)** |  Stephen Bitti stephen@healthwatchkingston.org.uk |

# PART 1: HUB ACTIVITY REPORT

This is Part 1 of the report that needs to be completed by your Hub each quarter, and relates to overall Hub activity. Please ensure you fill out all sections of this report in addition to Part 2, which relates to the Champions Fund activities.

The Host will be responsible for ensuring that the Kingston upon Thames Hub Partnership submits interim reports to Time to Change by the following dates;

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| Report due date | Period covered in report |
| 5 July 2019 | 1 March 2019 – 30 June 2019 |
| 5 October 2019 | 1 July 2019 – 30 September 2019 |
| 5 January 2020 | 1 October 2019 – 31 December 2019 |
| 5 April 2020 | 1 January 2020– 31 March 2020 |
| 5 July 2020 | 1 April 2020 – 30 June 2020 |
| 5 September 2020 | 1 July – 31 August 2020 |

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| **1. Overview** |
| **A. Activity Summary***Please provide a brief overview of Hub activity over the quarter* |
|  Since Kingston upon Thames became a funded Hub, we have continued to progress plans for our TTCK activities that were scheduled as part of our virtual Hub commitment. These have included a range of Time to Talk Day activities in February 2019 but also some new social contact sessions targeted at both the general public (e.g. a stall in Kingston’s historic Market Place) and employers (e.g. talk to staff of Metro Bank). Our TTCK Steering Group has also continued to meet (on 6 Feb and 19 Jun) and Healthwatch Kingston (HWK) the Hub Coordinator, has hosted a range of induction/training sessions for our slowly growing number of Champions and TTCK partners. Our key focus during this period has been to recruit our TTCK Hub Coordinator (who will be employed by HWK). Kingston and Richmond Clinical Commissioning Group and the Royal Borough of Kingston upon Thames agreed to add £3k each to the partnership funds allow the post to be resourced for three days a week. Unfortunately, the original recruitment process (end May/June) failed to secure a candidate to the role. We took feedback from applicants and then HWK decided to further bolstered the salary offer - increasing this from £20k (pro rata) to £26k (pro rata) at 3 days a week (key to this decision was that “there was a lot that was expected from the role form the salary level/days per week”). We are currently out to recruitment again; in the hope we will be able to fill this post this time round. The Hub Coordinator (HWK) is not currently in a place to provide the additional admin support to any local activities due to a separate set of recruitment. |

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| **B. Looking Forward***Please outline activity / milestones expected to be achieved in the coming quarter* |
| * Sign TTC Agreement
* Receive first TTCK fund payment (£7,500)
* appoint our TTCK Hub Coordinator (by beginning of September latest - fingers crossed)
* Establish (with support from the TTCK Hub Coordinator) a series of Champions Campaign Groups (some of these are already mobilising)
* Increase numbers of local Champions
* Set up and promote the TTCK Champions Fund and begin to release access to funds
* Meet with local Trades Unions
* Meet with local Social Housing Providers
* Set up various sub-groups to the Steering Group as outlined at our last meeting
 |
| **C. Risks/Issues***Please outline any key risks or issues you are aware of in relation to the Hub* |
|  A key risk for us at the moment is appointing to our TTCK Hub Coordinator role – we are hopeful that second time round will prove successful but the experience of the first has left us somewhat cautious. When we do appoint, the TTCK Hub Coordinator will have a fair amount of catch up to do as our delivery schedule has been slowed due to the lack of capacity locally during the first quarter. |
| **2. Focus Areas***Please outline progress / lessons learned / risks in relation to specific areas of work over the previous quarter.**If your hub action plan does not include activity related to any of the activities listed below leave those sections blank* |
| **A. Employers** |
| * Work has taken place raise the visibility of Time to Change within businesses and promote the Employer Pledge
* RBK Council (Hub host) signed Time to Change Employer pledge. Pledge signed by Chief Executive and Leader of the Council.
* Kingston Business Wellbeing Network event held at Metro Bank in Kingston, themed around Time to Change. Local businesses invited to attend event for networking and talk by Time to Change Champions. We had 26 attendees who showed varying levels of interest in the Pledge. One who we are now working with to sign the Pledge.
* Attended local Kingston Business Expo representing Time to Change Kingston and talking to attendees about the Pledge.
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| **B. Children and Young People** |
| * Too early to report (although some ground work has been done to introduce young people through Youth Out Loud! We will explore how the national TTC Yong People’s team can support this and there is a discussion about creating a YOL! film with a mental health theme).
 |
| **C. Local Champions** |
| * Numbers are increasing slowly (due to lack of designated TTCK Hub Coordinator role but we anticipate this will be improving across the coming quarters).
* We’re testing out a Google form for Champions to sign up locally (it is a bit long winded but this is so we cover all the questions that where necessary this will allow us to then sign them up to the national site too).
 |
| **D. Communications, Media and Campaigns** |
| * HWK is due to appoint (beginning of July) a Communications and Engagement Officer who will then work with other TTCK partnership Comms leads to coordinate a programme of work in this area of delivery. This work will also be supported by our TTCK Hub Coordinator when in post.
* There has been constant social media coverage of activities – probably highest around our TTCK Time to Talk Day activities.
* We have developed a Hub Partner Quarterly Reporting Template so we can include more detailed information about our work across future quarters- to be cascaded to partner organisations once funding is made available.
* Developed online local sign up via Google Form (to be reviewed by Time to Change to ensure compatibility with national online sign up).
* Produced Champion ‘recruitment packs’ and resources to use for engagement events- including branded tote bag with printed resources from Time to Change website.
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| **3. Impact** |
| **Outputs***A. Please report the number of social contact events and conversations achieved by the hub. N.B. guidelines for recording conversations can be found here:* [*https://www.time- to-change.org.uk/champions/portal/counting-your-conversations*](https://www.time-to-change.org.uk/champions/portal/counting-your-conversations) |
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| **B.** *Please provide information about how these numbers relate to any targets set out on your action plan, or any other relevant information on outputs achieved by the hub this quarter* |
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| **Date** | **Social contact event delivered** | **Number of social contact conversations per event** | **Number of Champions involved** |
| 13/05/2019 | Time to Change Kingston Ancient Marketplace stall (9-5pm) | 70 | 14 |
| 04/06/2019 | Volunteers fair (1-3pm) |  9 |  3 |
| 11/06/2019 | Kingston Business Expo (9:30-4:30pm) |  35 |  3 |
| 19/06/19 | Kingston & St George's University Hospital Emergency Services Mental Health event |  20  |  2 |
|  26/06/19 |  Kingston Business Network event  |  25  |  2 |
| **TOTALS***Total number of social contact events delivered:5**Total number of social contact conversations delivered:159* |  |

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| **4. Evaluation/Case Studies***If you have undertaken any evaluation work on your hub activities or have any good cases studies from the last quarter that you are able to share, please do so.* |
| * None to date.
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# PART 2: CHAMPIONS FUND MONITORING FORM

This is Part 2 of the report that needs to be completed by your Hub each quarter. Please ensure you fill out all sections of this report in addition to Part 1. This information is separate to the overall Hub activity

|  |  |  |  |
| --- | --- | --- | --- |
| Number of | * none
 | Total amount of | * none
 |
| awards | funding distributed |
| distributed this | this quarter: |
| quarter: | *(Please provide* |
| *(Please provide* | *details on a separate* |
| *details on* | *sheet)* |
| *separate sheet)* |  |

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| **Update on Key Activity***Use this section to describe what work you have delivered towards the Champions Fund during this reporting period. There are six key headings for you to report under. If you have not delivered any work toward a particular heading please leave it blank.* |
| **A. Promotion***Describe any work delivered to promote the Fund. This could include:** *Communications*
* *Social Marketing (advertising)*
* *Media work*
* *Information sessions / events*
* *Reaching out to diverse communities*
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| * none
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| **B. Development Work with Local Communities***Describe how you have worked with your local community to encourage applications to the Fund. Include details of communities you have worked with and how this has contributed toward equalities targets.* |
| * Raised this at our TTCK Steering Group and anytime we are casually sharing information about the Hub so far (but this will become more planned when the TTCK Hub Coordinator post is filled). It’s not that partners aren’t promoting in an ad hoc way currently, it is that we need to have capacity to support managed promotion when it takes place across the coming quarters.
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| **C. Awards Panel Activity and Administration***Describe the activity of the Awards Panel this quarter. This could include:** *Set-up of panel and induction of members*
* *Work to ensure the panel is representative*
* *Recruitment and support of lived experience panel members*
* *Learning from running the panel that you want to share*
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| * None yet due to reasons described above.
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| **D. Funded Activity***Summarise highlights of activity delivered by Fund recipients.** *Please complete table with numbers of actual ‘Social contacts’ made via each award here. N.B. guidelines for recording conversations can be found here:* [*https://www.time-to-change.org.uk/champions/portal/counting-your-conversations*](https://www.time-to-change.org.uk/champions/portal/counting-your-conversations)
* *Please attach summary reports from each awardee if available*

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| **E. Challenges***Highlight any key challenges you have faced during this reporting period and how you have worked through these challenges. For example, any complaints made by applicants and how you dealt with these.* |
| * Key challenge was the funding available to employ a Hub Coordinator is very low and even though this was increased slightly locally (by RBK and KRCCH), this required further local Hub Coordinator (HWK) core funding to make the post feasible in a second round of recruitment.
* This has caused anticipated delivery slippage in Quarter 1.
* And drawn limited resources from HWK to progress and support a second round of interviews in an attempt to fill the required post.
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| **Date** | **Champions Fund event delivered** | **Number of social contact conversations per event** |
|  | None to date |  |
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| **TOTALS***Total number of Champions Fund events delivered:**Total number of social contact conversations delivered via Champions Fund events:* |