Volunteering in NHSScotland
2019-20 Workplan

Outputs/Projects	HF	1 / 3	2 / 13	3 / 7	Apr (10)	May (16)	Jun (15)	Jul (14)	Aug (12)	Sep (12)	Oct (11)	Nov (12)	Dec (11)	Jan (8)	Feb (8)	Mar (7)
Pilot of a volunteer supporter role	HF2	X	X								tbc	tbc	tbc	tbc	tbc	tbc
Hold national and thematic meetings of the Volunteer Managers Network			X		Vol retention 5th & 26th			tbc		National 24th		tbc			tbc	
Support and inform NHS Board Steering Groups			X		Tayside 16th FV 24th	Lothian 1st	GJ 5th									
Developmental support to Strategic Leads and Volunteers Managers			X		29	8	x	x	x	x	x	x	x	x	x	x
Reduce the length of time for volunteer recruitment	HF1		X			Baseline data	Focus groups with VMs	Planning	Changes at SHOW and VIS	Changes at SHOW and VIS	Pilot	Pilot	Pilot	Reporting	Recommendations to National Group	
Support the standardisation of volunteer recruitment and training and publish national recommendations			X			App form to National Group	App form amendments and EQIA	Issue App Form to pilots	Survey out to VMs on vol training		Training rec to National Group	Final App Form out to Boards				
Deploy the Volunteering Information System to NHS Boards			X			Updated draft of PIA and SSP to boards	Quarterly review of accounts	Issue updated PIA and SSP		Quarterly review of accounts			Quarterly review of accounts			Quarterly review of accounts
Deliver training to users of the Volunteering Information System			X		Intro 16th Adv 29th	Intro 21st	Intro 20th Adv 24th	Intro 16th Adv 31st	Intro 19th Adv 29th	Intro 4th Adv 26th	tbc	tbc	tbc	tbc	tbc	tbc
Support the Volunteering Information System User Group to meet and drive forward improvements in the system			X				tbc					tbc				
Annual Volunteering Information System report			X			Primary report				Secondary report						
Support inclusive volunteering practice through the development of equalities monitoring			X					Survey design		Issue survey	Review, update and remind	Reporting				
Share research, publications and examples of practice on the Community of Practice			X		1	x	x	x	x	x	x	x	x	x	x	x
Develop and publish guidance for the engagement of volunteers in health and social care			X	X				Handbook draft	Handbook draft to National Group	Publish handbook						
Publish an e-newsletter to stakeholders				X	10th	22nd		tbc			tbc			tbc		
Embedding of evaluation throughout volunteer engagement programmes	HF3		X				Workshop 1	Workshop 2	Workshop 3	SG presenting at VMN						
Develop and spread new and innovative volunteer roles / Work with NHS Boards to produce case studies of volunteering that demonstrate its impact	HF4		X		FV (LD) FV (Oncology) HIS (PPs) Fife (Comm)	Lothian (Ward) FV (Physio)		tbc		tbc		tbc		tbc		tbc
Publish an updated Communications Strategy for the Volunteering in NHSScotland Programme				X		Draft to National Group		Publish								
Promote the benefits of volunteering during Volunteers' Week		X		X	Planning and case studies	Planning and case studies	Social media promotion									
Engage with NHS, social care and third sector organisations on volunteering		X		X		VHS conf 14th	Burdett TC 28th	CoP webinar		HIS webinar		3rd sector webinar				

Other meetings

	HF	1	2	3	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
National Group meetings						Glasgow 27th			Stirling 13th		Edinburgh 22nd		Edinburgh 3rd		x	
Scottish Volunteering Forum meetings						SVF Away Day 11th										
Clear Pathway Evaluation Reference Group																
Helpforce: Team and Regional Meetings/others	HF				HF 2nd NI VIS 17th Wales 30th				HF 6th			HF 3rd				

Internal work

	HF	1	2	3	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Support Healthcare Improvement Scotland review of volunteering			X			tbc	tbc	tbc	tbc							
DMT/Scottish Health Council reporting					18th Strat Day 25th	16th	13th	18th	22nd	19th	24th	21st	19th	tbc	tbc	tbc
Development support to Engagement Officers			X	X									tbc	tbc		
Evaluation of support to NHS Boards (inc Impact Story)			X	X										tbc	tbc	tbc