

## Active & Healthy 4 Life Service Level Agreement

For: South Cambridgeshire District Council

By: \_\_\_\_\_ (name of sports centre)

### Agreement Overview

This Agreement represents a Service Level Agreement (“SLA” or “Agreement”) between the sports centre and South Cambridgeshire District Council for the provision of services relating to the Active & Healthy 4 Life exercise referral scheme.

This agreement covers the period 01 April 2016 to 31 March 2017, and remains valid unless superseded by a revised agreement mutually endorsed by both parties.

### Service Agreement

The sports centre agrees to operate the Active & Healthy 4 Life exercise referral scheme as outlined in the Active & Healthy 4 Life Standard Operating Procedures.

### Client fees

The sports centre agrees to charge clients referred to the Active & Healthy 4 Life scheme fees as below:

£72.00 for the twelve week programme, comprising Initial and Final Assessments @ £8.00 each, and 24 twice weekly sessions @ £3.00 each.

The sports centre agrees to provide the option of payment in two instalments if required.

Client fees are to be paid by the client directly to the sports centre.

### Payments to Sports Centres

#### *Initial running costs payment*

A payment of £300 will be made to the sports centre towards the costs of running the scheme including attendance at scheme meetings and liaison with GPs and other health professionals in relation to patients and also to promote the scheme.

This payment will be made upon receipt of an invoice from the sports centre. A purchase order number will be supplied upon receipt of the signed Service Level Agreement and should be quoted in the invoice.

#### *End of year payments*

End of year payments will be calculated based upon client numbers recorded on the Active & Healthy 4 Life database during the period Monday 21 March 2016 to Sunday 19 March 2017 inclusive.

#### **Initial assessments**

A payment of £12 will be made towards the costs of initial assessments including data entry.

### **Additional running costs payments**

Additional payments will be made as follows to reflect the additional costs involved in running busier schemes:

Fewer than 20 initial assessments:	no additional payment
20 – 39 initial assessments:	£100
40 or more initial assessments:	£200

### **‘Bonus’ payments for completions**

‘Bonus’ payments will be made depending on the percentage of clients completing the programme, where ‘completing’ means attending 24 sessions and completing a final assessment.

At least 50% of clients complete final assessments:	£100
At least 60% of clients complete final assessments:	£50
At least 70% of clients complete final assessments:	£50

These payments are cumulative, e.g. if 70% of referred clients complete, the total bonus payable is £200.

For the calculation of bonus payments, the number of clients includes clients in progress at 20 March 2016 as well as clients starting during the year.

A purchase order will be supplied in the week commencing 20 March 2017 for payments for initial assessments, additional running costs and completion bonuses

Invoices should be submitted before 30 March 2017, and should be made out to South Cambridgeshire District Council, referencing Active & Healthy 4 Life, and including sports centre name, full contact details, i.e. contact name, address, email and telephone number, and quoting purchase order number.

**Active & Healthy 4 Life Service Level Agreement for the period 01 April 2016 to 31 March 2017**

I confirm that I have read and understood the Standard Operating Procedures for the Active & Healthy 4 Life scheme and agree to operate the scheme in accordance with these procedures and in line with the service level agreement.

**Declaration**

I understand that:

- I am responsible for the protection of Council information.
- I am responsible for ensuring my own compliance with the Data Protection Act 1998.
- I am responsible for the security of the tablet (where applicable)

I further understand that the Council reserves the right to:

- Withdraw my access to any computer systems and communication services in the event of non-compliance with this policy.
- Change this policy at any time to reflect new security requirements or changes in legislation. I can expect the Council to provide reasonable notice of significant changes.

**Name of Sports Centre**

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I confirm we take responsibility for a tablet kept at the sports centre. Yes/No

**Sports Centre Manager (on behalf of the above Sports Centre)**

Signature.....Date:.....

Name printed .....

**Sports Centre Scheme Co-ordinator (where applicable)**

Signature.....Date:.....

Name printed .....

**South Cambridgeshire District Council**

Signature.....Date:.....

Name printed .....

Role .....

This document is to be returned by post to: The Sustainable Communities & Partnerships team, South Cambridgeshire District Council. South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or via email to [AandH4L@scambs.gov.uk](mailto:AandH4L@scambs.gov.uk) at the earliest opportunity, a copy will be provided for your own records.