

Appendix 1

**Active and Healthy 4 Life Action Plan**

	<b>Objective</b>	<b>Action</b>	<b>By When</b>	<b>Responsible Officer</b>
1	Increase the number of health professionals referring clients to the scheme	Increase communication with health professionals	Ongoing	SM
		Email documentation	Sept 15	
		Face to face meetings	Ongoing	
		Attendance at practice meetings	Ongoing	
		Discussion at Local Health Partnership meetings	Ongoing	
2	Increase the number of referrals at each centre	Investigate how System 1 (NHS) can link with the electronic database so that health professionals can refer directly to the centres	Long term goal	Project team
		Work with GPs to link referrals with Health Checks	Ongoing	SM
3	Increase the number of clients completing the scheme	Review how the centres monitor the non-attendance of clients	Nov 15	HS
4	Maintain and develop the number of clients continuing to access the centre facilities on a regular basis after the 12-week programme	Encourage the centres to promote and advertise on going classes, memberships and activities	Visit centres twice per year	HS/Sports Centres
		Explore with sports centres alternative exit routes including SCDC supported projects like R4F, W4F		
5	Improve the operation of the scheme within the centres	Develop operating standards and guides for the scheme, including client pathways	Sept 15	HS
		Ensuring standards are maintained through regular visits and contact with centres	Ongoing	
		Support instructors and centres in the running of the scheme	Ongoing	
		Quarterly meetings with all centres and instructors	Next one October 15	
6	Improve relationships and communication between health professionals and sports centres	Introducing sports centre managers and instructors to their local GP and health professionals	Ongoing as meetings arranged	SM
		Encourage sports centre staff to maintain promotional material in GP reception areas	Ongoing	HS
7	Launch the new online database to sports centres in order to digitalise referrals	Training with Sports centres and instructors on the new database	March 15	NR
		Purchase and distribute tablets to use in the sports centres	Jan 15	

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		Produce an IT agreement	Feb 15	
		Monitor the use of the system	Ongoing	
8	Use the electronic database to best meet the needs of the programme	Updating and developing the health professional database across South Cambs and City	July 15	NR
		Review the reports function	Sept 15	
		Developing the system to iron out issues raised by instructors whilst inputting information to streamline the process	Ongoing	
9	Promote the scheme	Update the referral form and leaflet	Done Jan 15 Review Sept 15	HS/SM
		Produce sports centre specific pop ups for each sports centre	July 15	HS
		Produce sports centre specific posters and flyers for each sports centre	July 15	HS
		Take photos of centres and clients to include on centre specific material	July 15	Graphics/HS
		Gaining case study information to promote the scheme through the South Cambs Magazine and other publications	Dec 15	HS/SM
		Press releases and social media where appropriate	Ongoing	HS/SM
10	Streamline administration of the scheme	Review of Service Level Agreement	Nov 15	HS/SM
		Review the budget and where efficiencies can be made	Aug 15	HS/SM
		Review invoicing and payment process	Aug 15	HS/SM
		Develop the reporting and monitoring function	Dec 15	Project team
		Logging of all SLAs, instructor qualifications etc. IT agreement etc.	Ongoing	HS