

**Active and Healthy 4 Life Action Plan Progress Update**

Key:

SM = Siobhan Mellon, Development Officer

HS = Helen Stepney, Sports Project Co-ordinator

NR = Natalie Robinson, Project Officer (no longer in post)

HP = health professional

	Objective	Actions	By When	Responsible Officer	Progress
1	Increased number of HPs referring clients to the scheme:	Improve communication with HPs	Ongoing	SM	Practice managers at all 20 health centres in the district were contacted by phone and email between April and October 2015 to increase their awareness of the scheme and clarify procedures for registering health professionals and referring patients. Arrangements made to attend practice meetings where possible.  For the first time in the scheme's history, a Guide for Health Professionals has been produced. This incorporates the 2014/15 Annual Report and has been distributed to all health centres.
Face to face meetings and attendance at practice meetings		Ongoing	SM	8 practice meetings attended (Comberton, Harston, Over, Milton, Shelford, Huntingdon Rd, Bar Hill, Brookfields) 1 Local Commissioning Group meeting attended (CATCH North villages)  56 new health professionals have registered with the scheme since April, mostly as a result of contact with the 20 health centres.	
Discussion at Local Health Partnership meetings		February 16	SM	The scheme will be presented to the Local Health Partnership meeting on 19 January 2016. (The LHP comprises voluntary, health sector and local government including Age UK, CHS Ltd, Public Health, )	
Refine software to allow reporting on health professionals referring clients to the scheme including information on health centre.		April 16	SM	The new software allows data to be collected and reports issued showing which health professionals and health centres are referring patients to the scheme. Initial problems with this aspect of the software are being resolved with a view to this information will be available for referrals from April 16.	
Review and update the referral process to make it simpler for health professionals to refer.		Updated Sep 15 Next update Mar 16	SM	The referral form was revised and reformatted in September 15 to make it easier to complete and compatible with GP surgery IT.	
Develop a presentation toolkit for delivery to health professionals, ie - practice manager - practice meetings - Local Health Partnership		Review Apr 16	SM/HS	Complete	

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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	We are currently refining our software to meet our current requirements. Once we are happy with the working of the system we will look at future developments including linking with NHS database. This will include the challenge of data protection.
		Work with GPs to link referrals with Health Checks	Ongoing	SM	It has not been possible to progress this as it is subject to implementation of the Health Checks by the NHS
3	Increase the number of clients completing the scheme	Review how the centres monitor the non-attendance of clients	Nov 2015	HS	It is the responsibility of the referral instructor to contact clients in the event of non-attendance, and support them to resume.. This is part of the standards of operation document.
		Work with centres to develop class times to suit client base.	ongoing	HS	Melbourn and Sawston centres now offering evening sessions.
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	Continued liaison with sports centres
		Explore with sports centres alternative exit routes including SCDC supported projects like R4F, W4F	Ongoing	HS/Sports Centres	Reporting on this is part of the software development currently taking place. Expect report at year end.
5	Improve the operation of the scheme within the centres	Develop operating standards and guides for the scheme, including client pathways	Sept 15 <i>Revised date Jan 16</i>	HS	Work on the operating standards document has been started, and is due to be completed in January 2016 and rolled out in February 2016.
		Ensuring standards are maintained through regular visits and contact with centres	Ongoing	HS	Regular contact with sports centres has been maintained.
		Support instructors and centres in the running of the scheme	Ongoing	HS	Each centre will receive update training as part of the roll out of the operating standards.
		Quarterly meetings with all centres and instructors	Next one October 15	HS	October meeting was cancelled due to lack of availability of sports centre staff. The next meeting will be scheduled for after the rollout of operating standards and from then on will be held every six months.
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	Referral instructors have attended the following meetings at health centres: Clare Strongman (instructs at three centres), Huntingdon Rd, Harston, Comberton Josh Cooper, Brookfields
		Encourage sports centre staff to maintain promotional material in GP reception areas	Ongoing	HS	Sports centres have been provided with promotional material to distribute locally including to GP surgeries.

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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 Update training by Apr 16	HS	Tablets purchased and distributed. Training completed, IT agreement produced  As of December 2015 all centres are using the system. Six centres have been using the system successfully since it was implemented on 01 April . Issues at three centres have been resolved as follows: Cambourne – support to input data taking place at SCDC due to blocked access to Wifi at the centre. Gamlingay – onsite training took place 21 December following delays due to non availability of instructor Girton (Primetime) – training of new staff took place in July  The scheme is currently suspended at Linton due to staffing issues.
		Purchase and distribute tablets to use in the sports centres	Jan 15	HS	
		Produce an IT agreement	Feb 15	HS	
		Monitor the use of the system	Ongoing	HS	
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	ongoing	SM/HS	As we visit the practice managers and other health centres we are updating the database
		Review the reports function	March 16		It became apparent that a full review of the system was needed with so many issues being identified by the centres and ourselves.
		Developing the system to iron out issues raised by instructors whilst inputting information to streamline the process	March 16		On 09 December we met with software engineers Netready and reviewed the whole system. As an outcome we have agreed with them a list of updates and changes to the system.
9	Promote the scheme	Update the referral form and leaflet	Done Jan 15 Review Sept 15	HS/SM	Patient leaflet redesigned and printed November 2015.
		Produce sports centre specific pop ups for each sports centre	July 15 Dec 15	HS	Completed Updates December 15
		Produce sports centre specific posters and flyers for each sports centre	July 15 Dec 15	HS	Completed Updates December 15
		Take photos of centres and clients to include on centre specific material	July 15	Graphics/HS	Completed
		Gaining case study information to promote the scheme through the South Cambs Magazine and other publications	Dec 15	HS/SM	Article submitted for next issue of South Cambs magazine
		Press releases and social media where appropriate	Ongoing	HS/SM	
		Website	Ongoing  Jan 15 Sep 15 Jan 16	HS/SM	This is an area to be looked at but other aspects of the project have taken priority  Reviewed in line with the new patient leaflet and referral form

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10	Streamline administration of the scheme	Review of Service Level Agreement	Nov 15 Revised to Mar 16	HS/SM	The Service Level Agreement has been reviewed.
		Review the budget and where efficiencies can be made	Aug 15 Revised to Mar 16	HS/SM	Review in progress
		Review invoicing and payment process	Aug 15	HS/SM	All centres have invoiced at start of the year (rather than the end).
		Develop the reporting and monitoring function	Dec 15	Project team	See above (8)
		Logging of all SLAs, instructor qualifications etc. IT agreement etc.	Ongoing	HS	Being done as required.