

Generic Local Action Plan – Dementia Friendly Swimming Programme – Year 1

Themes – Needs Analysis, Networking and Consultation; Training; Provision; Marketing; Recruitment and Retention; Monitoring and Evaluation

RAG rated – **Green** – Action Completed **Amber** – In progress **Red** – No progress made to date

Theme/Subgroup	Action	Who involved? Possible partners?	Timeline/Deadline	Approx. budget costs	Comments
Needs analysis/Networking/ Consultation	Establish working group for the programme and set date for initial project steering group meeting	ASA Local Authority Local Pool Operator Alzheimers Society Adult Health and Social Care Carers Organisation Age UK	e.g. Jan 2015	N/A	e.g. Completed – 1 st meeting held dd/mm/yy
	Hold first steering group meeting and establish Terms of Reference for steering group	As above			See above
Monitoring and Evaluation	Set project targets for Yr 1	Project lead organisation Project Steering group	End of Mar 2015		e.g. To be discussed at next PSG meeting
Marketing and Communications/ monitoring	Provide monthly updates for ongoing feedback on project to the ASA	Project coordinator/lead			
Needs analysis/Networking/ Consultation	Consult with other external partners in dementia services/older people services	Memory Clinics Peer support – wellbeing			e.g. not engaged with partners outside project steering group yet

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	to identify structures in place for people living with dementia and their carers.	cafes/libraries GPs/PH/CCG Dementia Action Alliance			
	Identify current dementia care pathway/structure in Manchester	Dementia/older people service providers e.g. Alzheimers Society Public Health Team/CCG			
Needs analysis/Networking/ Consultation	Identify pools to implement programme in initially – flagship/tiered model	Specific Pools and identified lead staff members			
Provision	Establish pool time for availability for Year 1 pools and identify any current sessions that could be used to implement DF programme e.g. 50+ sessions/sessions with high older people attendance	Pool Programming Group Local Authority Pool Operator Aquatic Officer			
Monitoring and Evaluation	Establish monitoring and evaluation process in line with research criteria	Research team Project Coordinator Leisure Centre staff			
Training	Arrange first Step Inside Training Day -date/venue/staff	Alzheimers Society ASA Pool Operator – management and staff			
Training	Identify appropriate staff for training – from initial sites - FoH through to Poolside – 20 places available	Pool operator Local authority Aquatic Officer Centre staff			

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Training	Ongoing evaluation of Step Inside Training Tool – help tailor to leisure settings – provide constructive feedback following each session.	Project coordinator/lead Leisure staff/workshop attendees Trainers			
Provision	Consult with community groups about potential provision in pools – local needs assessment to identify possible gaps in provision and challenges to access	Dementia Cafes Community user groups/support groups CCG			
Needs analysis/Consultation and Provision	Consult with people living with dementia and their carers – possible tours of initial pools/focus group	Alzheimers Society Use local networks such as DAA to connect with other services supporting people living with dementia			
Consultation	Create a Service User Reference Group to help collect the views and perspective of people living with dementia and carers.	Alzheimers Society ASA Project Steering Group partners			
Monitoring and Evaluation	Establish measures to be recorded for reporting back to DoH and programme evaluation prior to sessions been implemented into pool	ASA/DoH Research team Local authority Pool operator			
	Identify method of data collection - liaise with partners to establish/implement this in	ASA Pool operator Research Team			

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	centres and sessions				
Monitoring and Evaluation	Develop a Dementia Action Plan and submit through to the local Dementia Action Alliance to become an official member	Project Steering Group DAA Coordinator Alzheimers Society			
	All pool sites to complete their own mini Dementia Action Plan and submit to Alliance to join as member in their own right and to have access to 'WTBDF' logo	General Managers at GLL sites Local DAA Coordinator			
	Conduct facility checklist to assess how DF the pool sites are and identify any changes that could be implemented to the environment.	Alzheimers Society Pool operator – General/Duty Manager Project Coordinator			
Needs Analysis, Networking and Consultation	Attend local and regional networking meetings and conferences e.g. Manchester DAA 1/4ly meetings	Local DAA Age Friendly Locality Networks Age UK DF Communities meetings Dementia Conferences			
Provision/Consultation	Consult with service providers about creation of a referral pathway through to targeted pool sessions.	Memory Clinics/GPs Alzheimers Society Age UK Housing Providers			
Marketing	Produce marketing materials for sessions e.g. pop up banners / leaflets / posters etc	Project Coordinator Marketing Team Pool Operator			

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	and then arrange printing and distribution as and when needed	Project Steering Group			
Provision	Introduce new DF sessions to selected pools. Ensure they are appropriate to target user group e.g. time of day/activity Target: 3-5% of total number of people living with dementia in local population	Pool operator Project Steering Group inc. Local authority Alzheimers Society Carers organisation			
	Include carers in DF Swimming sessions or through improved provision at pool sites - to encourage them into the pool e.g. when visiting with the person they care for and/or visiting pool on their own. Target:	Pool operator Local authority Carers Centre/Forum Other services – Age UK/Alzheimers Society			
Recruitment and Retention	Engage with community and form sustainable links with partner organisations such as community groups/housing/transport providers to create a pathway through to the pool.	PSGroup Transport providers Pool operator Housing Providers			
Recruitment and Retention	Encourage centres to take on responsibility for community engagement and aiding retention of existing participants	Pool operator Lead staff member at pool e.g. Dementia Champions			
Marketing	Use regional/national events to raise awareness of DF Swim Programme e.g. Dementia	Alzheimers Society Marketing/Comms Team			

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	Awareness Week	CCG			
Marketing	Consider having a local launch of the project at your first session/venue	Local authority Pool Operator Marketing/Comms team			
Needs Analysis/Networking/ Consultation	Identify further Pool sites to implement DF Swim Programme in Target: Working with total of 'x' pools across city.	Pool Programming Group Local Authority Pool Operator Aquatic Lead			
Training	Set up further Step Inside training dates for Yr 1 along with CASCADE training workshop (delivered over 2 days)	ASA Project lead Alzheimers Society Pool operator – Aquatic Officer			
Training/Provision	Identify staff within sites to act as Dementia Champions – potential CASCADE trainers Target: Total of 'x' CASCADE trainers	Pool operator			

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