Embedding Physical Activity
A Review Process

1. Proposal to appropriate senior governance team e.g. Exec Committee, Board
2. Mandate from senior leadership to undertake work and agree update process and timescales
3. Senior member of staff allocated to support process
4. Presentation to staff to give background, context and information about review and ensure buy in
5. Baseline survey undertaken with staff to assess current level of understanding and awareness about role of physical activity
6. Review appropriate work documentation – PIDs, contracts, strategies
7. Decide list of areas of focus/work to pursue
8. Schedule follow up meetings
9. Attend appropriate team/directorate meetings
10. Senior member of staff allocated to support process
11. Conduct SWOT analysis
12. Input into meeting/opportunity log
13. Update senior governance team (repeat throughout process)
14. Gain input from Active Norfolk team to ensure breadth of recommendations
15. Develop long-list of potential opportunities/recommendations
16. Present to Directorate and circulate for input into long list
17. Prioritisation workshop held with nominated representation from organisation to collectively create short list
18. Prepare final report and recommendations
19. Submit to governance team
20. Follow up impact survey
21. Action agreed recommendations