

P4. PHYSICAL ACTIVITY IN THE WORKPLACE – MONITORING TEMPLATE

About the monitoring template

As part of the agreed monitoring process for the Public Health Responsibility Deal, partners will be required to submit an annual update to the Department of Health, so that we can place this information on the website. In this annual update, partners will set out the progress they have made against each of the pledges they have signed up to. They will also have an opportunity to set out the next stage of their plans.

The Responsibility Deal networks have developed a standardised monitoring template for each of the collective pledges. Guidance notes, intended to assist partners in completing the templates, are included within the template.

This is the monitoring template for pledge **P4. Physical Activity in the Workplace**, which supports the Responsibility Deal's core commitment on physical activity.

Further information on this pledge and how it might be delivered can be found at:

http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH_125222

and

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_128844

This template has been made available in document platform. The Department of Health is in the process of developing a web-based solution, which would enable partners to complete their annual updates online. We expect this system to be available by the end of February 2012.

All the information that partners will be asked to provide in the monitoring templates will be made publicly available on the Responsibility Deal website - <http://responsibilitydeal.dh.gov.uk/>. Consequently, partners should not include any information in their templates which cannot be disclosed.

The Department of Health will not provide any detailed analysis or commentary on the information provided by partners when they are published online.

Physical Activity Core Commitment

We will encourage and assist people to become more physically active.

P4. Physical Activity in the Workplace

We will increase physical activity in the workplace, for example through modifying the environment, promoting workplace champions and removing barriers to physical activity during the working day.

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Section A – Summary of pledge delivery plans

About Section A

In this section, partners are asked to set out their plans to meet the pledge. Partners will be asked to complete and return this section to the Department of Health within six weeks of signing up to the pledge.

Please indicate how you intend to meet this pledge.

For example, describe the specific steps/activity you intend to undertake to deliver this pledge highlighting any existing workplace initiatives that support delivery of this pledge plus any new activity you are committing to as a result of becoming a Responsibility Deal partner.

Please give examples of any programmes or incentive schemes you plan to put in place to proactively promote the benefits of physical activity to your employees and details of your rollout /implementation timetable.

You may cross-refer to other documents or reports. Please provide web-links where appropriate.

There is a 500-word limit when completing this section. All of the information provided here will be published on the Responsibility Deal website.

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Section B – Progress Update: Quantitative

About Section B

This section includes a series of quantitative measures that are intended to map partners' progress on delivering against the pledge. Partners will provide information against each of the measures as indicated.

Partners will be asked to return this section to the Department of Health by the **end of April each year**. Partners will be asked to provide their most up-to-date information and to make clear the period to which their information applies.

All of the information provided here will be published on the Responsibility Deal website.

1. Please state the number of employees in your organisation:

- Fewer than 10
- 10 – 250
- 250 – 500
- More than 500 (please specify).....

2. Do you conduct a regular staff survey with a health and wellbeing element?

- YES
- NO

3. If yes, does this survey capture rates of participation in sport/physical activity?

- YES
- NO

4. Have you put any specific programme or incentive schemes in place (i.e. workplace champions, employee physical activity challenges, subsidised membership schemes) to promote a more active workforce?

- YES
- NO

If yes, please provide brief details.....

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5. Are you working in collaboration with other Responsibility Deal partners to deliver this pledge?

YES

NO

If yes, please provide brief details.....

6. Have you achieved a measurable increase in physical activity participation by your employees?

YES

NO

If yes, how have you measured this? Please set out in the commentary box below your assessment (in percentage terms) of the proportion of your workforce who have achieved an increase in physical activity levels through delivery of this pledge.

Commentary

If you wish, you may provide a short commentary on the data provided in this section. There is a 200-word limit when completing this section

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Section C – Progress Update: Qualitative

About Section C

Completion of this section of the template will be **optional**. Partners wishing to complete this section will be asked to return it by the **end of April** each year.

All of the information provided here will be published on the Responsibility Deal website.

Please set out the progress you have made this year on delivering this pledge.

This section provides you with an opportunity to describe the progress you have made on delivering against this pledge and the changes you have implemented in order to deliver on this commitment.

For example, you should include here details of any employee incentive schemes that promote physical activity (i.e. the Cycle to Work Scheme, in-house sport and recreation facilities or subsidised membership for gyms or other sporting facilities). You should also set out any environmental improvements you have made or any specific barriers that you have removed in order to increase participation in physical activity.

You should also set out details of any policies or procedures you have put into place which proactively promote the benefits of physical activity to employees or promotional campaigns which provide information on local opportunities to be active.

You may wish to indicate if your delivery plans (as set out in your Section A) had to be modified and whether there were any unintended consequences that arose from your delivery of the pledge.

You may wish to direct interested observers to company documents or reports where you have already given details of progress on your Responsibility Deal pledges. If appropriate, please provide a web-link.

There is a 500-word limit when completing this section.

Please set out how you intend to make further progress on delivering this pledge.