**Topic guide for interviews with providers**

PLWD= people living with dementia

PAD= people affected by dementia

Red= prompts

**Background**

* Could you tell me about your role in delivering [activity]?
* Are you associated with a particular organisation? (e.g. funded role by AS?)
* What is your role within the group? How long have you been involved?
* Number of hours per week?
* Voluntary or paid?

Introduce purpose of next set of questions. No right/wrong. Just interested in their thoughts/experience. First part focuses on before the pandemic, Covid specific questions at the end.

**Activities and Environments:**

* Please could you talk us through your involvement with PHYSICAL ACTIVITY for PLWD and their family supporters before the pandemic?
  + Any particular projects you/ your organisation have been involved in?
* What is your role in the project/activity? (set-up/support/delivery)
* How long have projects/activities been running? Before the pandemic?
* How many sessions per week and for how long?
* Is there a charge for people to take part?
* Are the projects/activities specific to dementia or dementia inclusive? Why?
* Monitor numbers? What do you do with this information?
* How do people living with dementia know about activities?
* Does informal or formal training play a role in your decision about the types of activities you deliver? How? Example?
* Have any projects/activities stopped due to factors other than Covid?

**Basis of DFC:**

* + What were your motivations in setting up the PHYSICAL ACTIVITIES?
  + An earlier study we were involved in indicated that there are different reasons why communities become motivated to change. These are: compassion; systems; and rights-based approaches. (Provide examples of each). All of these are important but is there one of these in particular that influences how you work?
  + Does this apply to a specific project/activity?
* Why did you choose this approach? (compassion/rights-based)
* Guidance used?
* Were needs assessments considered?

**Collaboration:**

Do you/your organisation work with other services or individuals within the community to deliver the project/activities? If so, **how do you do this?** Examples?

**Who?** **Which project/s are they involved in? Examples? How did the collaboration/s come about?**

* Level of commitment of each party? E.g. financial/human resources
* Example of good collaboration? What are the consequences of this collaboration? (networking/new opportunities?)
* Are there any other individuals/organisations involved in the set up/delivery of this activity?
* Do you think this partnership/collaboration important?
* Are PLWD and family supporters involved in the collaboration?
* Is there an organisation you would like a better/closer relationship with? Why? What are the barriers to this?
* Is there a DAA? How many members? How often do they meet?
* Do you collaborate with other organisations to support monitoring? i.e. universities

**Leadership and Governance:**

* In your opinion, who do you think the key players are in creating and running PHYSICAL ACTIVITIES FOR PLWD and their family supporters within your organisation?
* What is that they do? – e.g. funding/expertise
* What would happen if XXX left?
* Who is currently managing/leading the PHYSICAL ACTIVITY work in your organisation?
* Is there any local authority (councillor/mayor), political (e.g. local MP) or governmental support for the network?
* What is the structure or hierarchy of the leadership for the network?
* Are the following represented in leading roles?

a. Involvement People affected by dementia

b. NHS/Health

c. Charity

d. Retail

e. Sports

f. Leisure

g. Intergenerational work (e.g. scouts)

**Resources:**

* We’re keen to understand the resources that are necessary to create and run PHYSICAL ACTIVITIES for PLWD and their family supporters. This involves both the financial but also human resources and resources in kind (such as room space).
  + One off or sustained core funding from public or charity sources to hold the event– Y/N, if yes how much and for how long.
  + Do you have support from partner organisations – Y/N, if yes what is the nature of that support, how much of it, and for how long.
  + Salaried staff – Y/N, if yes how many FTE over what time frame; do they received specific training? If so, what type and who funds it?
  + Volunteers – Y/N, if yes who volunteers (e.g. trained staff, members of the community, PWD), how many and how much time on average do they volunteer per week?
  + Transport services - Y/N. If yes, what are these? Who funds this? If no, does this impact on the activities offered?
  + Built infrastructure & technical support – Y/N, if yes what is the nature of that support and how much (Room, venues, offices, phones)
  + Infrastructure & resources to access/use public green spaces that you would like to? Y/N What are these? e.g. transport/signage/paths/public facilities such as toilets. If no, what are the barriers?
  + Other types of support or resources we didn’t mention? Y/N

**Involvement of people living with dementia:**

Have you tried to engage people living with dementia and their family supporters in the planning/shaping of physical activities? **Why not?** **Yes, how?**

* Before starting PHYSICAL ACTIVITY initiatives, do you speak to people in the community including people living with dementia, their carers and people affected by dementia?
  + How do you engage with these groups? Example?
  + To what extent are they involved?
  + Why is this important?
  + Did their involvement have any influence/impact? Example?
  + Feedback; Once you have started a project/initiative, do you then seek feedback from people living with dementia and their carers/supporters in the community? Does this further shape your work?
* Are PAD offered opportunities to collaborate with different members of their community (e.g. businesses and shops) to make projects/activities more dementia friendly?
* Are PAD involved in the monitoring of progress of physical activities/projects (e.g. carrying out evaluations/audits)?

**Equalities and Inclusion in PHYSICAL ACTIVITY:**

* We’re keen to understand whether organisations/individuals are aware of and have tried to reach out to underrepresented groups in the community, such as individuals from Black and Minority Ethnic and LGBT groups or people with early-onset dementia. There is no right or wrong answer to this question. We are keen to learn about the different approaches and what has been successful so that we can share these examples.
* Are you aware of these communities within [area]? Have you tried to reach out to these groups?
* **If not, why not?** E.g. not occurred to you, not sure how, up to capacity/don’t have resources to do it/ other organisations doing this work.
* **How did you do this?** **Success?**
* Are there activities or projects that have difficulty reaching people from hard to reach groups?
* Is there anybody not involved who should be?

**Evolution:**

We are keen to understand what organisations/individuals have learnt from delivering physical activities before the pandemic and any adaptations made to activities.

* Have you had to change any procedures to overcome challenges? What did you change?
* Is there any advice you would give another provider for best practice? /something you’ve learnt from an activity/project going wrong?
* Are the resources for the projects/activities appropriately sustained?
* Have changes been made to resources over the time of the activities/projects? E.g. changes in funding.

**Covid section**

We’re interested in understanding how Covid has impacted on the delivery of physical activities for people living with dementia and their family supporters.

* Which projects/activities have kept going through Covid? How have these continued?
* What has had to stop due to Covid? What impact do you think this has had on PLWD and their family supporters?
* Do you have any plans to engage PLWD in physical activities post-pandemic? What are these?
* Do you intend to pick up from where you left off pre-covid?
* Have there been any changes that you will continue?
* What are you going to take away from the past year? Any learnings?

What are the challenges in resuming physical activities post-pandemic? – additional risk assessments, reluctance of PLWD (out of routine/worried), access to suitable venues

* What additional support do you need for providing physical activities post pandemic?