

Whole place workshop summary agenda

Timing	Online activity
5 mins	Participants arrival
5 mins	Welcome/purpose/introductions
10 mins	Session 1 intro – set the scene & icebreaker
60 mins	Session 1 group work – place qualities and drivers for change. Scales of place.
5 mins	Comfort break
5 mins	Session 2 intro – future plans, activities and investments
15 mins	Session 2 group work – baseline mapping relevant plans, strategies, activities and investments
5 mins	Session 3 intro – shared ambitions and story of change
15-20 mins	Session 3 group work – postcards from the future
15-20 mins	Session 4 group work – working together. Collaboration benefits and requirements.
5 mins	Next Steps/close
2.5 hours in total	<i>Timings are based on an online Miro session, where lead facilitators can view all post it content. If you are running the event in person, build in extra time to each element to enable feedback and reflection from smaller group discussions.</i>

Whole place workshop facilitator guide

Indicative timing	Activity facilitation notes	Lead
10 mins	Set up (test presentation, screen sharing, and Miro board settings to allow participants access to the shared board)	
5 mins	Participants arrival	
5 mins	Welcome / purpose / introduction <ul style="list-style-type: none">• Welcome participants and go around the room for quick introductions.• Go through the schedule and introduce participants to ground rules for the day (e.g. Chatham house rule)• Outline the format and key purpose of the session:<ul style="list-style-type: none">a) developing a shared understanding of the existing place qualities and drivers for changeb) mapping relevant plans, strategies, activities and investmentsc) establishing a collective understanding of shared ambitions and story of changed) establishing support for a place based, collaborative approach	Lead facilitator
10 mins	Session 1 intro – set the scene & icebreaker activity <ul style="list-style-type: none">• Using the baseline information collected prior to the workshop, provide a brief overview of key issues and opportunities already known for the wider area.• Explain the policy context, what a place-based approach is, and go through the project’s timeline.• You can also add an icebreaker activity - for example, ask participants to share one key thing they wish to gain from the session or to think of successful examples of collaborative working in the area.	Lead facilitator with local authority lead
60 mins	Group work – session 1 Place qualities and drivers for change (40 mins) <ul style="list-style-type: none">• Ask participants to consider the strengths, opportunities, drivers for change, and challenges for the wider area (10 mins per question – 5 mins to add post-its and 5 mins discussion). For example, what are the area’s key assets? What makes this place unique to live? What do people who live, visit, work or invest here see as its strengths? What are the opportunities we can build on? How is the area changing? What are the main gaps or challenges now and in the future? What could be improved for people living in this place?• You can refer to the SWOT analysis you carried out previously (Snapshot 1, Step 3) for more conversation prompts. The Place Standard tool questions could also provide discussion prompts. Note any themes or cross cutting issues that emerge.	Lead facilitator and group facilitators if split into smaller groups

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	<p>Scales of place (20 mins)</p> <ul style="list-style-type: none">• Ask the group to consider two scales of place: your local authority within its region and within Scotland (allow 10 mins for each scale of place). You can use a different map for each scale to prompt discussion. Ask participants to consider things happening in the wider region that have a bearing on the area. Discuss the influencing factors and inter-relationships.• If working in smaller groups, allow additional time at the end of the session for each group to feedback to the room.	
5 mins	<p>Comfort break</p>	
5 mins	<p>Session 2 intro – future plans, activities and investments</p> <p>This session focuses on the future of the wider area. Introduce a set of maps to record plans, strategies, activities and investments that would impact the area both today and in the future.</p>	Lead facilitator
15 mins	<p>Group work – session 2</p> <p>Baseline mapping relevant plans, strategies, activities and investments</p> <ul style="list-style-type: none">• Building on the issues and places considered in session 1, ask participants to record relevant information about plans and strategies in the area. Post-its can be used to share names of relevant strategies or plans. When these refer to a specific area, you can ask participants to add post-its directly on a map.• Repeat the process for activities and investments. Some discussion prompts:<ol style="list-style-type: none">a) Where is there new change or growth?b) Where is investment in infrastructure, services or buildings happening or planned?c) Where is housing growth or regeneration needed?d) Where is future change likely over the medium to long term (10-20 years)?• If working in smaller groups, allow additional time at the end of the session for each group to feedback to the room. This will help the participants have an awareness of the points raised by each group.	Lead facilitator and group facilitators
5 mins	<p>Session 3 intro – shared ambitions and story of change</p> <p>This session focuses on developing a positive story of change for the area. It is designed to help identify clear shared messages from across the different services, which can then start to form a short description of the change you seek to achieve. Introduce a set of blank “postcards” for participants to fill in.</p>	Lead facilitator and group facilitators

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Indicative timing	Activity facilitation notes	Lead
15 - 20 mins	Group work – session 3 Postcards from the future <ul style="list-style-type: none">• Ask participants to draw on their own knowledge of how the area could or should change over time.• Ask them to use one of the blank postcards to send a message from 'a day in the life of xxx 2050'. Prompt the group to think about what they would be doing, visiting and experiencing. Allow approximately 5 mins for people to fill in a postcard.• Spend the remaining 10-15 minutes inviting some people to read and reflect on entries that stand out as interesting or reflective of common themes.	Lead facilitator
15 - 20 mins	Group work – session 4 Working together – collaboration benefits and requirements <ul style="list-style-type: none">• You can set the scene for this final session by reflecting back on the purpose of the workshop, which was to help establish a collective corporate approach to the plan process. The session has been a great start. You may wish to reflect on the starting point you have noting strong examples of existing practice highlighted in the icebreaker. There will be more collective work to do together on LDP preparations and then delivery.• Ask participants to consider what, if anything, would help them collaborate better with each other and wider audiences.• You can also ask participants to vote using voting dots, for their top three priorities that will enable better collaboration. This exercise will help produce a list of actions to be taken forward that have collective support.• You may choose to ask at this time those present to commit their support for supporting a place based collaborative approach to the LDP process. You could invite them to communicate this to their teams, to help you secure the involvement you will need from colleagues across services at the next stages of the LDP process.	Lead facilitator and group facilitators
5 mins	Closing <p>Thank participants and provide an outline of the next stages and timescales for circulating a report of the output of the workshop.</p>	Lead facilitator
2.5 hours in total	<i>Timings are based on an online Miro session, where lead facilitators can view all post it content. If you are running the event in person, build in extra time to each element to enable feedback and reflection from smaller group discussions.</i>	