

# Analysis workshop summary agenda

| Timing | Workshop preparations |
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| 3 weeks before | Evidence briefing pack preparation |
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| 1-2 weeks before | Facilitators and other roles |
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| 1 week before | Optional test session |
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| Timing | Workshop – session 1 – sustainable place |
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| 10 mins before | Set up |
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| 10 mins | Welcome |
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| 5 mins | Introduction |
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| 20 mins | Headline analysis of evidence |
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| 75 mins | Sustainable place exercise |
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| 5 mins | Break |
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| 5 mins | People and place introduction |
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| 40 mins | Persona exercise |
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| 5 mins | Next Steps – session 2 – liveable place |
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| Timing         | Workshop – session 2 – liveable place     |
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| 10 mins before | Set up                                    |
| 10 mins        | Welcome / introduction                    |
| 15 mins        | Recap headline analysis of evidence       |
| 75 mins        | Liveable place exercise                   |
| 5 mins         | Break                                     |
| 5 mins         | People and place introduction             |
| 40 mins        | Persona exercise                          |
| 5 mins         | Next steps – session 3 – productive place |
| Timing         | Workshop – session 3 – productive place   |
| 10 mins before | Set up                                    |
| 10 mins        | Welcome / introduction                    |
| 15 mins        | Recap headline analysis of evidence       |
| 60 mins        | Productive place exercise                 |
| 5 mins         | Break                                     |
| 5 mins         | People and place introduction             |
| 40 mins        | Persona exercise                          |
| 5 mins         | Close and final reflections               |

# Analysis workshop facilitator guide

| Indicative timing             | Activity facilitation notes  | Lead             |
|-------------------------------|--|------------------|
| 3 weeks before the workshop   | <b>Evidence briefing pack preparation</b><br>Three weeks before the workshop, we recommend you send out a briefing pack that includes the following:<br>a) Strategic Overview: Provide an overarching strategic perspective for your local authority area on key evidence findings for example on climate, biodiversity, housing and infrastructure, and the local economy. Depending on your local context you may wish to add more topics.<br>b) Local Overview: Include detailed mapping information from Snapshot 4 and any other local evidence you hold in preparation for the analysis workshop. For example, the type of local evidence you may have gathered could relate to population, employment, flood risk, 20min neighbourhood mapping, town centre vacancy rate and more.<br><br>The briefing pack should be sent out to all participants attending the workshop along with a copy of the agenda. Ask the participants to review the briefing pack and take time to speak to their colleagues in relevant teams across their service, agency or organisation in advance of the workshop to enable them to give collective input to the interactive sessions on their service or organisation’s behalf. | Team member      |
| 1-2 weeks before the workshop | <b>Facilitators and other roles</b><br>Once you know how many participants you will have in your workshop, consider if you need to use break-out rooms. To go through the prepared sets of questions as efficiently as possible you would ideally need smaller groups of 6-8 participants. In each group you should have a facilitator going through the questions and a designated person from your team to reflect and summarise when back to the main room.<br><br>Consider other roles you might need during an online workshop, for example a dedicated person to pick up any comments on the Teams chat and transfer them to the Miro board, or a dedicated person to get participants in and out of break-out rooms.  | Team member      |
| 1 week before the workshop    | <b>Optional test session</b><br>Run an optional “test” session in Miro or other online tool you will be using to ensure participants are familiar with it beforehand.  | Team member      |
| 10 mins before the workshop   | <b>Set up</b><br>Test presentation, screen sharing, and Miro board settings to allow participants access to the shared board.  | Lead facilitator |

# Analysis workshop facilitator guide

| Indicative timing | Activity facilitation notes  | Lead             |
|-------------------|--|------------------|
| 10 mins           | <p><b>Welcome – session 1 – sustainable place</b></p> <p>Welcome participants. Offer quick introduction of your team if time allows. Outline the format and the key purpose of the workshop:</p> <p>a) Collectively consider what the evidence being gathered for the chosen area shows with a focus on the climate and biodiversity emergencies.</p> <p>b) Help identify gaps in the evidence for the chosen area.</p> <p>c) Help understand what the plan implications are for the chosen area.</p> <ul style="list-style-type: none"><li>Go through the schedule and introduce participants to housekeeping and ground rules for the day (e.g. Chatham house rule)</li><li>If using Miro, ensure everyone can use and access the Miro board. Provide a link to the board in the Teams chat.</li><li>Icebreaker exercise – who is here. Ask everyone to take one post-it note and write down their name and their department or agency. This is to ensure everyone can access and use the online board without issues. It will also serve as a record of who was there on the day.</li></ul> | Lead facilitator |
| 5 mins            | <p><b>Introduction</b></p> <p>Explain the policy context and the rationale for a place-based approach.</p>   | Lead facilitator |
| 20 mins           | <p><b>Headline analysis of evidence</b></p> <p>Present the content from the evidence briefing pack and provide a summary overview to recap the information sent out to all participants before the workshop. Remind everyone that the evidence briefing pack shared in advance was intended to support participants in preparing key discussion points from their service or agency perspective.</p> <p>For this session, focus on the data most relevant to the climate and biodiversity emergencies</p>  | Lead facilitator |

# Analysis workshop facilitator guide

| Indicative timing                       | Activity facilitation notes  | Lead                                    |
|---|--|---|
| 75 mins<br>(about 10 mins per question) | <p><b>Sustainable place exercise</b></p> <p>Explain that in this session you will run through a series of questions based on the NPF4 guidance to prompt discussions. The questions will help your team identify gaps and opportunities in evidence. The team can also utilise this information at the next plan stage. This exercise will help the planning team collectively analyse what the evidence might mean for your plan going forward.</p> <p>Ideally, you should work with small groups of max 6-8 participants for the next set of questions to ensure that everyone has a chance to contribute. You can split into break-out rooms for this next part to create smaller groups. Each group will need a facilitator and a designated person from your team who will summarize and reflect on the discussion when returning to the main room.</p> <ul style="list-style-type: none"><li>Read each question the group has been asked to consider and ask for the participants thoughts. Emphasise that the focus is specifically on the part of the question that asks, “Is it clear from the evidence presented...?”. For example, “Is it clear from the evidence presented where the key sources of carbon emissions are in the area?”. This ensures that everyone is focused on identifying any gaps in the evidence and opportunities for additional data, rather than simply answering based on what they already know without fully considering the available evidence. If you have time, work through each sub-question. You can ask participants to fill in post-it notes themselves or have a person from your team writing down the participants comments to allow for more discussion time.</li><li>If there is not enough time to go round everyone, make sure you have prepared in advance a list of participants that will be more likely to have relevant information for each question and go to them first. Ask the group then if anyone else has anything to add.</li><li>If you were working in smaller groups, bring everyone back to the main room. Invite the nominated person from each group to reflect on the key gaps and opportunities from the group discussion for everyone to hear. Capture the information on post-it notes.</li><li>For the final part of this activity, keep everyone in the main room. Invite participants to reflect on the discussions so far and ask what the plan implications are for the chosen area with regards to climate and biodiversity. When possible, follow the format: x needs to happen, in y place, for z reason/outcome. This will help you get a better sense of the spatial implications (if any) of what needs to happen, where and why.</li></ul> | Lead facilitator and group facilitators |

# Analysis workshop facilitator guide

| Indicative timing | Activity facilitation notes  | Lead   |
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|                   | <ul style="list-style-type: none"><li>You can ask the participants to use post-it notes themselves or have someone from your team capture the feedback on post-it notes.</li></ul>   |  |
| 5 mins            | <b>Break</b>   |  |
| 5 mins            | <b>People and place introduction</b><br>In this session you will consider what the plan can do to help local needs. <ul style="list-style-type: none"><li>Advise that the workshop has been designed to enable participants to consider the needs and aspirations of different user groups in the chosen area and consider how the plan can respond to those needs.</li><li>Explain that the team has created a number of personas, based on data you hold for the area, to represent local residents. A total of four personas provides a good balance without becoming too complex. These personas are designed to highlight local issues but cannot cover every possible concern – think of them more as prompts for people-centred thinking.</li><li>Split into breakout rooms and allocate personas. For example, 2 personas per room if using 2 breakout rooms.</li><li>In each breakout room introduce the personas, highlighting their needs and aspirations as well as travel patterns. You can use simple maps to indicate a persona’s movements – for example to school, work or recreation (about 2 mins per persona).</li></ul> | <b>Lead facilitator and group facilitators</b> |
| 40 mins           | <b>People and place exercise</b><br>Prompt participants to think about improvements: ask everyone to take a few post-it notes and consider what would these personas like to happen in their area and what would help make their life better. In this session, ocus on the climate and environment aspect. <ul style="list-style-type: none"><li>Pick out a few post-its for discussion.</li><li>For the next part of this exercise, bring participants back to the main room. Ask them to consider what the plan can</li></ul>  | <b>Lead facilitator and group facilitators</b> |

# Analysis workshop facilitator guide

| Indicative timing | Activity facilitation notes   | Lead                    |
|-------------------|---|-------------------------|
|                   | do to help address the issues brought up in breakout rooms. Encourage them to think from their service or agency perspective too. <ul style="list-style-type: none"><li>Pick out a few post-its for discussion.</li></ul>   |                         |
| 5 mins            | <b>Next steps</b> <ul style="list-style-type: none"><li>Thank participants and provide an outline of the next stages and timescales for circulating a report of the workshop.</li><li>The next stages of the process will be to continue to collectively analyse the evidence in relation to the chosen area with a focus on Liveable and Productive Places. Advise that the same workshop structure will be used.</li><li>Close Workshop</li></ul>   | <b>Lead facilitator</b> |
|                   | <ul style="list-style-type: none"><li>Please note that the provided timings are estimates designed to cover one theme (sustainable place) during an online Miro session, where lead facilitators have an overview of all comments. Refer to the relevant agenda for the structure of session 2 – liveable place and session 3 – productive place and follow this facilitator guide where necessary.</li><li>The duration of subsequent sessions (on liveable and productive places) will likely be shorter. However, this will also depend on the composition of the participant group. For example, the session may take longer if you need to do an extended introduction for new participants. Additionally, you may choose to conduct the persona exercise only once for both themes - this will shorten the sessions significantly.</li><li>For in-person events, allocate additional time for each element to facilitate feedback and reflection from smaller groups.</li></ul> |                         |