**Purpose and timing template**

This resource sets out key information on the purpose and content of key phases of a place based collaborative approach. You can use this to plan and communicate with your team and other audiences.

The steps reflect the process being followed by KAG Collaborative LDP pilot projects. Points where Key Agencies can be invited to offer input by others following a similar process are highlighted below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Phase | Purpose? | Who is involved? | What does it involve? | How? | When? |
| **Phase 1** | Establish a whole place collaborative approach with project team | * LDP Project Team * LPD Project team * Key Agencies (where timings and capacity allow) | Scoping workshop covering:   * Introductions, local authority context, introduction to the place-based collaborative approach (what it means and why it is important), * Interactive input on team roles, local areas, audiences, governance, project timeline & milestones.   Existing LDP reflection session covering:   * Reflection on structure and form of existing plan, strategic and local aims, successes and challenges in delivery, links to LOIP, key strategic moves to be included into the new plan. | E.g. Online or in- person | Early with project team  (Eg Nov 2024) |
| **Phase 2** | Establish a whole place collaborative approach with corporate team | * LDP Project Team * LA Cross Service Representation (Leadership team and Lead Officers) * Key Agencies (where timings and capacity allow) * Rerun as required with other priority audiences and refine | Whole place workshop covering:   * Introductions, context, place-based collaborative approach, * Understand existing place (exchange knowledge and insights about strengths, opportunities, challenges and drivers for change in this place), * Understand future place (exchange knowledge and insights about strategies, plans, investments), * Explore shared ambitions for change and collaboration needs. |  | Early with project team, service leads, extended team and agencies  Test and refine with others |
| **Phase 3** | Collective mapping of place-based evidence (local area) | * LDP Project Team * LA Cross Service Representation * Key Agencies with local remits (where timings and capacity allow) * Rerun as required with other priority audiences and refine | Collective call for evidence and local area workshops covering:   * Introductions, local area context, community perspective * Understand existing local area (strengths, opportunities, challenges and drivers for change in this area), * Understanding future local area (how do strategies, plans, investments land here).   It is envisaged this workshop would be repeated multiple times to cover local areas across the authority.  A call for relevant data and evidence may be issued to key agencies and council services in advance of the sessions. |  |  |
| **Phase 4** | Collective analysis of place-based evidence (local area) | * LDP Project Team * LA Cross Service Representation * Key Agencies with local remits (where timings and capacity allow) * Rerun as required with other priority audiences | Collective analysis workshop at local area scale covering:   * Explore what mapping, data and evidence means for plan requirements in respect of plan outcomes, infrastructure and services, housing land, employment land, climate and environment.   It is envisaged this workshop would be repeated multiple times to cover local areas across the authority. |  |  |
| **Phase 5** | Story-boarding an evidence report for a place-based plan | * LDP Project Team * Optional - Key members of extended project team | Storyboarding exercise   * Collective look at format, content and graphic communication for evidence report. |  | Storyboard early to inform final format |

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