

# Local area workshop summary agenda

Timing	Online activity
	Participants, please take time to speak to colleagues in relevant teams across your service, agency or organisation in advance of the workshop to enable you to give a collective input to the following interactive sessions on your service or organisation's behalf:
<b>10 mins</b>	Welcome/ purpose/ introductions
<b>65 mins</b>	<b>Session 1:</b> Understanding existing place, relationships with wider areas and data sources. Introduction and headline area briefing followed by session 1 group work: <ul style="list-style-type: none"><li>• What are the areas key strengths as a place? Key assets?</li><li>• What are the main gaps and challenges for the areas currently?</li><li>• What are the opportunities we can build on for the areas?</li><li>• How are the areas changing? What are the key factors driving future change for the areas?</li><li>• Thinking about wider relationships between xx area, the local authority, the region and beyond please note any opportunities or challenges.</li><li>• Please come prepared with names and/or links to relevant sources of data or evidence wherever possible.</li></ul>
<b>5 mins</b>	Comfort break
<b>25 mins</b>	<b>Session 2:</b> Understanding future place. Introduction to baseline mapping relevant plans, strategies, activities and investments followed by session 2 group work: <ul style="list-style-type: none"><li>• What activities/investments/initiatives/projects by your service or agency will contribute to change in this area?</li><li>• Where are they? When do you anticipate delivery? Any others known about in private/third/community sectors?</li></ul>
<b>12 mins</b>	<b>Session 3:</b> Next steps for collaboration Introduction to value of collaboration followed by session 3 group work: <ul style="list-style-type: none"><li>• Locations for collaboration: Where might further collaborative work be of benefit?</li><li>• Priorities for collaboration: What, if anything, could help improve collaboration here?</li></ul>
<b>3 mins</b>	Next steps/ close
<b>2 hours in total</b>	<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>

# Local area workshop facilitator guide

Indicative timing	Activity facilitation notes	Lead
10 mins	<b>Set up</b> (test presentation, screen sharing, and Miro board settings to allow participants access to the shared board)	
5 mins	Participants arrival	
5 mins	<b>Welcome / purpose / introduction</b> <ul style="list-style-type: none"> <li>Welcome participants. Offer quick introduction if time allows.</li> <li>Go through the schedule and introduce participants to ground rules for the day (e.g. Chatham house rules)</li> <li>Outline the format and key purpose of the session: <ul style="list-style-type: none"> <li>a) map what is known about the existing place qualities for the chosen area</li> <li>b) map evidence about relevant plans, strategies, activities and investments</li> <li>c) develop shared understanding and identify opportunities for further collective work</li> </ul> </li> </ul>	<b>Lead facilitator</b>
5-10 mins	<b>Session 1 intro – set the scene &amp; icebreaker activity</b> <ul style="list-style-type: none"> <li>Explain the policy context and the rationale for a place-based approach.</li> <li>Provide a brief overview of key issues from the corporate workshop and headline research about the area.</li> <li>If time allows you can include a 5 minute 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 place-based working.</li> </ul>	<b>Lead facilitator with planning team lead</b>
55 mins	<b>Group work – session 1</b> <b>Understanding existing place (40 mins)</b> <ul style="list-style-type: none"> <li>Ask participants to consider the strengths, opportunities, factors driving change, and challenges for this particular area (10 mins per question – 5 mins to annotate post-its and 5 mins discussion). For example, what are the area's key strengths and assets? What are the opportunities to build on? What factors are driving change in the area? What are the main gaps or challenges for the area - what could be improved for people living in this place?</li> <li>You can refer to the SWOT analysis you carried out previously in snapshot one, step three for more conversation prompts. The <a href="#">Place Standard tool questions</a> could also provide discussion prompts. Brief colleagues to help note spatial locations on maps and record any themes or cross cutting issues that emerge from discussions.</li> </ul>	<b>Lead facilitator and group facilitators if split into smaller groups</b>

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Indicative timing	Activity facilitation notes	Lead
	<b>Area in its wider context (15 mins)</b> <ul style="list-style-type: none"> <li>Ask the group to consider the area in relation to its wider context: the area in relation to the rest of the local authority, within its region and within Scotland (allow 5 mins for each scale of place). You can use a different map for each scale to prompt discussion. Ask participants to note things happening at each scale that have a bearing on the area. Take time to discuss the influencing factors and inter-relationships.</li> <li>If working in groups, allow additional time at the end of the session for each group to feedback to the room.</li> </ul>	<b>Lead facilitator</b>
5 mins	<b>Data sources (5 mins)</b> Invite participants to share any sources of data or evidence that can help illustrate the matters discussed in session 1	<b>Lead facilitator</b>
5 mins	<b>Comfort break (5 mins)</b>	
5 mins	<b>Session 2 intro – future plans, activities and investments</b> This session focuses on the future of area. Introduce maps and resources to record local impacts of plans, strategies, activities and investments that will contribute to change in the area over the lifetime of the plan.	<b>Lead facilitator</b>
20 mins	<b>Group work – session 2</b> <b>Baseline mapping relevant plans, strategies, activities and investments</b> <ul style="list-style-type: none"> <li>Invite participants to record relevant information about the local impact of plans, strategies activities or investments in the area. Note that information already captured by services, agencies or organisations in the corporate workshop have been included as a starting point. Include post-its with discussion prompts: <ul style="list-style-type: none"> <li>a) What elements of the plans/ strategies/ activities/ investments/ projects by your service or agency will contribute to change in these particular areas?</li> <li>b) Where are they / where will they impact? Invite participants to indicate locations directly onto maps.</li> <li>c) When do you anticipate delivery?</li> <li>d) Any others known about in private/third/community sectors?</li> </ul> </li> <li>Allow the group up to 5 minutes to fill in content in response to the questions before inviting brief feedback from each participant on any key local activities.</li> <li>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.</li> </ul>	<b>Lead facilitator and group facilitators</b>

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Indicative timing	Activity facilitation notes	Lead
<b>2 mins/ 5 mins</b>	<b>Introduction – session 3</b> <b>Next steps for collaboration</b> <b>Working together – value of collaboration</b> <ul style="list-style-type: none"><li>You can set the scene for this final session with the whole group by reflecting back on the purpose of the workshop, which was to help map evidence about the areas place qualities and planned activities. The session has been a great start in developing a shared understanding of issues and opportunities for the area. There will be more collective work to do together on LDP preparations and then delivery. Invite participants to consider <b>why</b> a collective approach might be of value for future work in the area. If time allows you can ask people to share or note their reflections.</li></ul>	<b>Lead facilitator</b>
<b>5 mins</b>	<b>Working together – locations for collaboration</b> <ul style="list-style-type: none"><li>Reflecting on all the issues discussed and the activities planned, invite participants to think of <b>where</b> in the area there might be value or benefit of further collaborative work? You can ask participants to indicate for example up to 3 key locations on a map of the area using dots.</li></ul>	
<b>5 mins</b>	<b>Working together – priorities for collaboration</b> <ul style="list-style-type: none"><li>Finally, ask participants to consider <b>what</b>, if anything, would help them collaborate better with each other and wider audiences. Share suggestions already provided at the corporate workshop, along with blank post-its for any additional ideas. You can ask participants to vote using dots, for their top three priorities for better collaboration. This exercise will help produce key actions to be taken forward that have collective support.</li></ul>	
<b>3 mins</b>	<b>Close</b> <p>Thank participants and provide an outline of the next stages and timescales for circulating a report of the workshop. The next steps of the process will be to collectively analyse what the evidence suggests for the plan.</p>	<b>Lead facilitator</b>
<b>2 hours in total</b>	<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>	

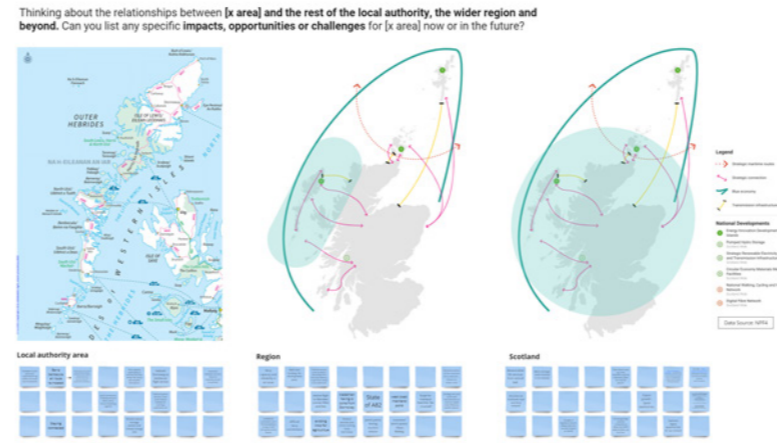
# Workshop board examples

## Session 1: understanding existing place

### 1 Understanding existing place - Strengths

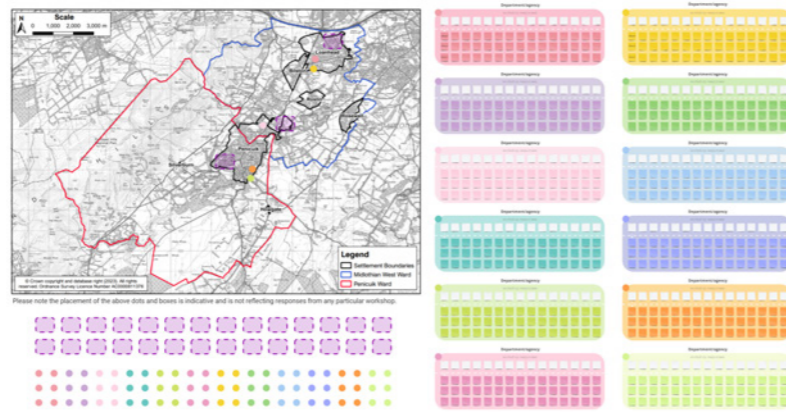


### 1 Relationship with wider areas



## Session 2: future plans, activities and investments

### 2 Identifying local impact of strategies, plans, activities and investments in the area



### 3 Why might more collaboration be of value?



## Session 3: next steps for collaboration

### 3 Where might more collaboration be needed?



### 3 Priorities for collaboration (vote for top 3)

