

Workshop facilitation notes

Policies for a zero carbon future

A neighbourhood plan for a safe and stable climate

Introduction

Purpose

This workshop is designed to help your community to write a neighbourhood plan which embeds climate change adaptation and mitigation issues across all policy themes.

Objectives

The objectives of the workshop are to help workshop attendees:

- Understand the full significance of climate change and scale of changes we need to take as a society.
- Consider how these relate to your community and how your neighbourhood plan might contribute.
- Determine the that changes can be achieved through the planning system.

Outputs

The outputs from the workshop will be:

- An initial list of high level policy objectives for possible inclusion within your neighbourhood plan.
- A list of possible community actions and initiatives which might sit alongside your neighbourhood plan.
- An action plan, which outlines next steps, and allocates actions to individuals within your group with associated deadlines.

Ideally the workshop should be carried out at an early stage in neighbourhood plan preparation, to ensure the issues raised can be incorporated into your community engagement processes.

Block agenda

The timings given below are for an evening event, but it could just as easily be run on a Saturday or Sunday afternoon or morning.

6:30 Arrivals, tea and coffee (take names and addresses at this point)

7:00 Welcome, introduction and ground rules

7:10 Presentation: Context of climate change: impacts, risks and legislation

7:25 Workshop explanation and delivery of set up script

7:35 Workshop: setting high level policy objectives

8:10 Reviewing high level policy objectives

8:20 Comparison with CSE's suggested list

8:30 Tea & coffee (and opportunity for reflection and discussion)

8:40 Finalisation of high level policy themes and identification of changes which can be achieved through planning

8:50 Agreeing next steps

9:00 Close

Workshop instructions

The workshop follows a carousel format. The group is split between 4 tables and after an introductory presentation each table considers one of 4 different topics, recording their thoughts onto flipchart paper. The groups are then asked to consider the next topic, adding their comments to what's already been written, and so on until the groups have considered all 4 of the topics. This is an efficient way of getting a large group of people to think about a range of issues allowing people to contribute in small groups, whilst minimising repetition.

Arranging the room/ seating arrangements

Lay out tables cabaret style if possible, with the group split between 4 large tables if at all possible. Lecture hall style is not appropriate for this workshop.

Put 2–3 sheets of flip chart paper onto each table with the following titles, 1 topic subject per table:

1. Energy (electricity and heating)
2. Resilience to extreme weather / protecting biodiversity
3. Our buildings
4. Transport / service provision / location of development

Choose a venue with plenty of accessible wall space – people will be writing on flip charts bluetacked to the walls. Find a place for a projector screen (or a blank bit of wall) visible from all of the seats.

Before the event starts, put up a flipchart showing the following suggested **ground rules**. Cover this up with another piece of paper until you discuss it. Then keep it visible throughout the rest of the workshop in case you need to refer to it later.

Suggested ground rules:

- *Be respectful of others and be mindful of others feelings.*
- *Share the airtime – allow others to speak, and one person to speak at a time.*
- *Keep your comments short and to the point.*
- *Keep feedback specific and constructive.*
- *Mobile phones turned off.*
- *Share responsibility for the flip charts (what's written is the main output and record of the event).*

Materials needed

- Pens (NB use large-nibbed pens in dark colours, so that people have to write concisely in large lettering – biros can't be read from far away).
- Flip chart paper and blutack
- Projector and laptop

People needed

Two people are needed to run the exercise

- 1 person to deliver the presentation and be the main workshop facilitator.
- 1 person to record the name, address and email of all attendees if they wish to be kept informed or stay involved, to photograph the workshop in progress to provide evidence that it happened, to distribute pens, post-it notes etc as required, etc.

People you should invite

- Local residents.
- Local business people.
- Neighbourhood plan steering group.
- Parish Councillors and other local politicians (e.g. elected members).
- Amenity groups and local action and community groups (e.g. history societies, environmental groups, the Rotary group, gardening clubs, mother and parent groups etc etc).

And don't just invite the obvious people. Think about the hard-to-reach, e.g. young people, young families, people who aren't on the internet, people in rental accommodation.

Tips to make sure the event goes smoothly

- Have attendees agree some basic ground rules (be respectful, allow others to speak) before you get started and put them up on a flip chart on the wall. See our suggested list.
- Do some clear scene setting, to put people at their ease and make it clear how the workshop outputs will be used, as the basis for further engagement.
- Try to agree timing that is convenient for all – e.g. not in the middle of the working day.
- Make sure there is wall space that you can use for flip charts .
- Provide refreshments, at a minimum tea and biscuits .
- Use multiple channels to promote the event (e.g. an article in the local paper or newsletter, plus facebook adverts, plus direct invitations to local clubs and organisations, churches and mosques, plus posters and handouts to distribute at the school gates).
- Get people to confirm they are coming through Eventbrite so you can ensure the venue is big enough for the number of people coming. Also provide a phone number as an alternative to booking online.

The role of the facilitator and facilitation tasks

Your role as facilitator is to stay neutral / independent and record the outputs from the workshop objectively, including areas of disagreement. Other tasks are:

- Setting the context for the workshop, what it's for and ensuring everyone knows what they're expected to do.
- Trying to keep the event running on time. This can be tricky when corralling 20+ enthusiastic people, so you might need to be assertive in moving groups onto the next task. People will normally accept this if you explain you're trying to get them home on time! If it looks like the workshop is going to go over time, ask the group whether they're happy to stay later, or whether they'd prefer to miss out some steps (e.g. writing up an action list) and follow their wishes.
- Circulating around the groups whilst they're working through their tasks, keeping them on track and seeking to answer any queries. It's fine to not know all the answers, and we've provided some hints and suggestions.
- Keeping the peace and smoothing potential disputes – unlikely but it may happen. Referring people back to the ground rules they agreed at the start, and to the purpose of the workshop and outputs can help with this, whilst ensuring you don't get emotionally involved yourself. Stress that there's no need for the group to agree on everything - there's a long way to go before the neighbourhood plan is finalised, including a referendum where everyone gets a vote.

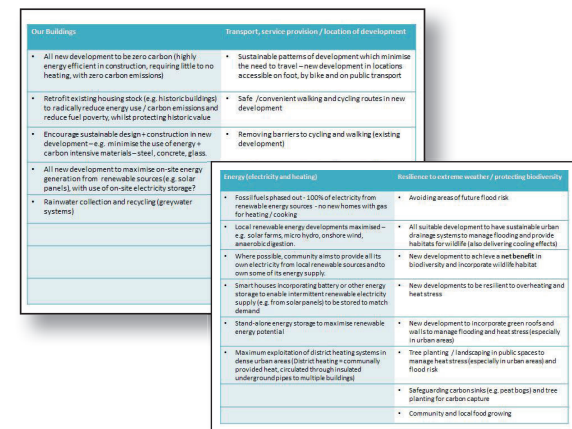
Full workshop instructions

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
6:30	Arrivals, and tea and coffee (30 mins)	Ask if people would be comfortable with providing their names and contact details at this point.	The priority here is to take a note of how well it was attended as evidence for your neighbourhood plan. However with contact details, you can involve them in further consultations on the neighbourhood plan, following up on the workshop.

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
7:00	Welcome, introduction and ground rules 10 mins	Explain that the purpose of this workshop is to help write a neighbourhood plan which embeds climate change adaptation and mitigation throughout. The outputs will be an initial list of policy themes and high level policy objectives for possible inclusion within your neighbourhood plan. Explain how you intend to use the outputs of the workshop, and be clear about any further processes that will happen (the outputs will influence the community involvement that follows and the possible scope of the final plan – i.e. this is the start rather than the end of the process). Ask whether attendees would be comfortable with you taking photographs during the session (to provide evidence that the workshop took place). Draw attention to a flip-chart showing basic ground rules that you feel will make the workshop run more smoothly for everyone and go through it briefly. Offer the group the opportunity to add to this list, but try not to go above 10 rules. Lastly explain that what is written on the flipcharts is the output from the workshop. It's the groups shared responsibility to ensure it is accurate and says what they want it to. Explain housekeeping points, such as any fire drills that are planned, toilet locations and refreshment breaks.	Flip chart: Suggested ground rules • Be respectful of others and be mindful of others feelings • Share the airtime – allow others to speak, and one person to speak at a time • Keep your comments short and to the point • Keep feedback specific and constructive • Mobile phones turned off • Share responsibility for the flip charts (what's written is the main output and record of the event). Have the ground rules on display throughout the event.

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
7:10	Presentation – Context of climate change: impacts, risks and legislation. 15 mins	Deliver the short attached presentation: 'Context climate change: impacts, risks and legislation' using the notes provided. This will help attendees understand the scale of challenges presented by climate change, based on the latest reports available. Stop at the slide shown (right) but leave the projector going.	 

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
7:25	Workshop explanation and set up 10 minutes	Read this script to set up the workshop: <i>"Imagine its 2050. We have cut carbon emissions to zero and have a stable climate. What have we done to achieve this? How have we adapted our town, suburb or village to reduce carbon emissions and how have we adapted to the impacts of climate change?"</i> <i>"What actions have we carried out and what policies do we have in place. Think about your neighbourhood and how and where you live now:</i> - <i>How we generate electricity and heating?</i> - <i>How we travel (and how much we travel)?</i> - <i>The buildings we live and work in?</i> - <i>Where we put housing, offices, shops and services?</i> - <i>How we protect biodiversity?</i> - <i>How we've adapted to extreme weather?"</i>	Flipchart titles  1 Energy (electricity and heating) 2 Resilience to extreme weather & protecting biodiversity 3 Our buildings 4 Transport, service provision & location of development
7:35	Setting high level policy objectives – 10 minutes	Ask the group to list the changes, actions and policies relevant to the topic on their table (10 minutes). Encourage them to write clearly in short phrases that can be read from a distance, and to make the actions relevant to the local area. Explain that the flipcharts will rotate around all 4 tables, with each group adding their comments, so everyone has a chance to consider all the topics.	
7:45	15 minutes in total (5 minutes for each extra sheet)	At the end of the 10 minutes, ask the groups to choose one person to carry their flipchart(s) to the next table. Get them to move to their new table with the flipchart. Their job is now to summarise for their new group what's already written and help them understand what's already been considered. Each group should add any missing comments in respect of the new topic, or revise existing comments. Carry on until all 4 tables have added comments to all 4 flip charts. This phase of the work is now complete.	Things to bring: large nibbed felt tip pens, blutac, plenty of flipchart paper

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
8:00	Reviewing high level policy objectives 10 minutes	To the group as a whole, talk through each of the 4 flipcharts in turn, summarising the content. If there's wall-space you could blu-tack the completed flipcharts to the wall so everyone can read them. Ask them whether there are any policies or actions missing or anything they disagree with. Get the group to agree to the lists they're created. Cross out anything the majority of the group as a whole disagrees with and / or record areas of disagreement. Ask whether there are any "homeless" actions / policies that don't fit in the existing categories. Add them to the additional blank sheet and give it a relevant title(s) if necessary. PAUSE to allow people to think for a few moments, in case anyone wants to add anything	
8:10	Comparison with CSE's high level policy objectives 15 minutes	If there's time and / or if the groups are struggling, show the 2 slides with CSE's list of high level policy objectives, and talk through them a theme at a time. Ask whether there are any queries or questions. Try and keep this relatively brief.	Show these slides 

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
8:25	Coffee & tea break 10 minutes	Before the coffee break, ask attendees to reflect on their list while they drink their tea or coffee and what they've seen of CSE's list.	
8:35	Review of policy themes and objectives and identification of changes which can be achieved through planning 10 minutes	Having thought about it, are there any issues raised that are particularly relevant to their community or area? Are there any further changes or amendments they want to make to their list. Get them to finalise the list. Referring to the handout "What can you control through planning? Ask the group to identify any actions that you would bring about through systems and processes other than the planning system and decisions on planning applications for example "encourage people to support local businesses". Identify these non-planning applications with a star. If you are running short of time you could leave this task out. Explain that what they've done is to draw up an initial list of agreed high level policy objectives and actions for consideration as part of their neighbourhood plan.	Show this slide 

Time	Task and duration	Notes for introducing the session to participants	Images or flipcharts to display or uncover, things to bring, things to remember etc
8:45	Next Steps	Ask the group to suggest the next steps and record them on a flipchart. Get people to be specific and to allocate actions and allocate to specific individuals with targets dates for completion. Suggested flip chart set up: First on the list should be someone to photograph and take away all of the completed flipcharts and to summarise in writing the results of the workshop, to be circulated to all attendees within a few days for agreement. (Stress that the completed flip charts are precious – they are the outputs from the workshop so ensure they are retained / recorded as evidence of community engagement). Next might be a follow up meeting to discuss how the workshop outputs might be used in consultations with the wider community, e.g. questionnaires or surveys.	Action list What <i>e.g. Write up and circulate draft workshop outputs for comment</i> Who <i>Liz and Jeff</i> When <i>Within 1 week of workshop</i> <i>e.g. Arrange Follow up meeting</i>
9:00	Close		