**Suggested Agendas – LOCAL Lancashire Events**

**Thanks for running an event in your locality or network. The below gives some suggested agendas although do feel free to shape these and edit these how you wish.**

**Whilst the agendas are free for your adaptation, we do kindly ask that as part of your event, you complete our event vision form (found in the event toolkit** [**here**](https://www.locallancashire.org.uk/toolkits-2/event-tookit-2/)**).** The form is where you will communicate the ideas that have arisen from your event and will be the communication we use to help formulate our final Lancashire vision draft. Please return by **Friday 19th March** (end of phase 1).

# **Recommended length for your event**

We recommend for best level of engagement that your event is 1 or 1.5 hours.

In an event of an hour, you should ideally not exceed 2 workshop sessions.

# **Running an event on one priority vision area**

* This is a great way to focus in on a particular topic relevant to your organisation or network
* You could run this session more than once on different areas
* If your expected numbers are above 10 you may want to utilise breakout rooms so that you can allow for focussed group discussion to take place, and for as many people as possible to have their voices heard
* If you need assistance in this, you can find a **’how to use breakout rooms on Zoom’** guide in the event toolkit, along with other useful links and resources on running an engaging event

## **Suggested agenda for event with one priority vision area focus:**

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| --- | --- |
| Time (1hr total or 1.5hr total) | Item |
| Hh:mm | **Arrival**& Introductions if applicable |
| Hh:mm(10 or 15 minutes) | **Introduction**:* Why we are here? Information about the consultation process, purpose and context
* Run through of the suggested vision priority areas – your focus today
* Briefly go over agenda, timings and the overall event aims

***Slides to help this are available in event kit*** [***here***](https://www.locallancashire.org.uk/wp-content/uploads/2021/02/Event-Vision-Form-To-complete-for-all-events.docx) |
| Hh:mm(20 or 25 minutes) | **Workshop 1** **Initial discussion and idea generation session**Aim: as many details as possible and to encourage wide participation***You may want to run this same workshop in different breakout sessions simultaneously if you have numbers of 10+******If you are running breakouts – ask the groups to allocate one person to write notes and feedback for the next section*** |
| *Hh:mm**(5 or 10 minutes)* | **Summary of discussions from each breakout group *– delete this section if you are not using breakout rooms***Each group to feedback on the main discussion points from previous session |
| Hh:mm(15 or 20 minutes) | **Workshop 2** **Prioritisation: of these ideas, what are the essentials?**Aim: come up with a group consensus and 3 *(or 2 if a breakout room)* main asksUse the following questions to prompt: * What are the most important parts of this vision?
* How do we achieve this collectively?
* What would be your top 2 asks?
* What detail can this part of the vision not do without?
* How do we make this achievable in Lancashire?

***If you are running breakouts – ask the groups to allocate one person to write notes and feedback for the next section*** |
| Hh:mm (10 or 20 minutes) | **Feedback on priorities breakout groups *– delete this section if you are not using breakout rooms***Chair/scribe to keep a record of each group’s most important points. Pick out cross over and facilitate group discussion on finalising 3 asks across wider group. |
| Hh:mm  | 3 main asks concluded |
| Hh:mm  | Close – **\*Vision form completed by event chair** |

## **Suggested agenda for event with on all 10 priority areas visions:**

* If you want to keep all vision areas open for discussion by your group members then we recommend splitting this into 2 x 1 hour events to cover the 10 areas in enough detail
* This would mean allowing 6 breakout rooms for each event (5 for each event of the existing 10 areas, then an additional group for people to suggest what has been missed)
* You could get participants to choose in advance what breakout room they would like to attend, by creating an event sign up form with the priority areas as options:
1. [Implement an Anti-poverty Strategy for Greater Lancashire](http://headline-1/)
2. [Levelling Up: Secure national investment to build an economic model for all of Lancashire](http://www.locallancashire.org.uk/comment-forum/headline-2/)
3. [Grow sustainable, environmental communities](http://www.locallancashire.org.uk/comment-forum/headline-3/)
4. [Equality and Social Justice for All](http://www.locallancashire.org.uk/comment-forum/headline-4/)
5. [Harness the VCFSE role in inclusive local economies](http://www.locallancashire.org.uk/comment-forum/headline-5/)
6. [Develop the sector’s role in helping people into employment](http://www.locallancashire.org.uk/comment-forum/headline-6/)
7. [Build a social prescribing model for Lancashire](http://www.locallancashire.org.uk/comment-forum/headline-7/)
8. [Person and community-centred public service models](http://www.locallancashire.org.uk/comment-forum/headline-8/)
9. [Scale up VCFSE role in Building Safer Communities](http://www.locallancashire.org.uk/comment-forum/headline-9/)
10. [Adequately resource the VCFSE Sector](http://www.locallancashire.org.uk/comment-forum/headline-10/)
11. [What have we missed? Do you have any other priority areas?](http://www.locallancashire.org.uk/comment-forum/headline-11/)

**Suggested agenda - Event 1 of 2**

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| Time | Item |
| Hh:mm(5 minutes) | **Arrival**& Introductions if applicable |
| Hh:mm(10 minutes) | **Introduction**:* Why we are here? Information about the consultation process, purpose and context
* Run through of the suggested vision priority areas
* Overview of agenda & timings
* Outline event aims – **the workshops each need to come up with 3 key asks or details of their priority area**

***Slides to help this are available in event kit*** [***here***](https://www.locallancashire.org.uk/wp-content/uploads/2021/02/Event-Vision-Form-To-complete-for-all-events.docx) |
| Hh:mm(30 minutes) | **Workshop 1** **Anti-poverty Strategy**  | **Workshop 2** **Levelling Up**  | **Workshop 3** **Sustainable Environments** | **Workshop 4****Equality** | **Workshop 5****Inclusive local economies** | **Workshop 6****What have we missed? Suggesting other priorities than the 10** |
| Hh:mm(15 minutes) | **Summary of discussion from each group – feedback on 3 main points from each group*****Ensure the event chair records these.*** |
| Hh:mm  | Close – **\*Vision form completed by event chair.**   |

**Suggested agenda - Event 2 of 2**

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| Time | Item |
| Hh:mm(5 minutes) | **Arrival**& Introductions if applicable |
| Hh:mm(10 minutes) | **Introduction**:* Why we are here? Information about the consultation process, purpose and context
* Run through of the suggested vision priority areas – your focus today
* Overview of agenda & timings
* Outline event aims – **the workshops each need to come up with 3 key asks or details of their priority area**

***Slides to help this are available in event kit*** [***here***](https://www.locallancashire.org.uk/wp-content/uploads/2021/02/Event-Vision-Form-To-complete-for-all-events.docx) |
| Hh:mm(30 minutes) | **Workshop 1** **Employment** | **Workshop 2** **Social Prescribing** | **Workshop 3** **Public Service Models** | **Workshop 4****Safer Communities** | **Workshop 5****Resourcing the VCFSE Sector** | **Workshop 6****What have we missed? Suggesting other priorities than the 10** |
| Hh:mm(15 minutes) | **Summary of discussion from each group – feedback on 3 main points from each group*****Ensure the event chair records these.*** |
| Hh:mm  | Close – **\*Vision form completed by event chair**   |