

**Pembrokeshire Well-being**

**Assessment 2022**

**Guidance and toolkit for partners holding engagement sessions**

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**Introduction**

Thank you very much for offering to run a stakeholder event for Pembrokeshire Public Services Board’s Assessment of Local Well-being. The voice of key stakeholders is vital in producing the Assessment so it is important that all Pembrokeshire PSB partners are involved in the delivery of the stakeholder events.

Pembrokeshire Public Services Board is required to undertake Well-being Assessments to inform the writing of the next Well-being Plan. We want to gather the views of people who live in Pembrokeshire over August and September of 2021. This will be done via stakeholder events and a regional survey that we have worked with our partners in Carmarthenshire and Ceredigion to develop. We will use the information that we gather, alongside other data, to write the Well-being Assessment.

The plan outlined in this document is for events to start with a short video that gives a background to the Well-being of Future Generations (Wales) Act 2015. Following this, there will be a PowerPoint Presentation that gives the Pembrokeshire context, facts and background.

The stakeholder events will be focused around the 7 Well-being Goals outlined in the Act. The presentation should finish with an invitation for people to complete the Well-being Survey.



The stakeholder event toolkit comprises the video, presentation of facts and figures and prompt questions and has been designed to be suitable for delivery via Microsoft Teams, Zoom or face to face. There are also options to include ice-breakers, online polls and virtual white-boards. This means that you can adapt your stakeholder event to meet your IT set up and skills, as well as tailoring the event to best suit your participants. Optional elements are displayed in **blue boxes** and those tasks which you must undertake are displayed in **red boxes**. The event should take an hour to an hour and a half.

Finally, we have provided a session recording form (Appendix B) so that you can feed back on the discussion points, which will then inform the writing of the Well-being Assessment.

**Bi-lingual Meetings**

The stakeholder event toolkit has been put together so that the sessions can be delivered bilingually in Welsh and English. We advise that you follow your own organisation’s policy on holding bi-lingual meetings.

* The short video on well-being is available in Welsh and English.
* The PowerPoint slides are bi-lingual, with Welsh and English text on each slide.
* The stakeholder toolkit is available in Welsh and English.

**Engagement Sessions**

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| **Optional - Ice-breakers** 5-10 minutes  Please feel free to add an ice-breaker at the start of your stakeholder session. This is an optional extra for use if you think that this will help the group to relax and get to know each other. We have suggested a couple of ice-breakers below, or feel free to use your own.   1. “Week in Three Words”   Ask people to introduce themselves and to describe their week so far in just three words. You can then summarise by pointing out some of the words that reflect well-being.   1. “This made me laugh”   Ask participants to share their names and something that has made them laugh in the last 24 hours. You can then reflect on happiness and well-being to help set the scene for the session. |

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| **Well-being of Future Generations Video** 3 minutes  The English and Welsh videos only last just over two minutes and give a concise and clear explanation of the Well-being of Future Generations (Wales) Act 2015. It’s worth checking with a colleague beforehand that the video audio can be heard by others, as sometimes this can cause problems.  To improve accessibility we recommend that you turn on the subtitles.  Link to English language video on YouTube  <https://www.youtube.com/watch?v=RuYzNgUZi98>  Link to Welsh language video on YouTube  <https://www.youtube.com/watch?v=hGGIcqx_6jA> |

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| **PowerPoint Presentation and Well-being Discussion**  45 minutes to 1 hour  The PowerPoint presentation gives a brief introduction to Pembrokeshire, providing information on demographics; transport and connectivity; Pembrokeshire’s towns, villages and housing; the Pembrokeshire economy; and finally, its environment and heritage. It then leads into the core part of the engagement event – the discussion around the relevant Well-being Goal (or Goals). Slides will be available in Welsh and English.  Following the presentation, please choose one of the following options;  **Option 1 - Facilitate a discussion with your group on the relevant goal, with two main questions for your group:**   * **In terms of (Well-being Goal), what are the factors that you think are important to well-being, either your own or that of your community?** * **What needs to change to secure these things for the well-being of future generations?**   **Option 2 - If none of the Well-being Goals are relevant to the group you are working with, you should facilitate a general discussion around well-being as it relates to economic, social, environmental and cultural well-being:**   * **What are the (economic/social/environmental/cultural) factors that you think are important to well-being, either your own or that of your community?** * **What needs to change to secure these things form the well-being of future generations?**   **Descriptions of the Well-being Goals can be found in Appendix A**  **Please remember that the purpose of the session is to capture the main points from discussions, therefore we recommend that you use a meeting note -taker. You will need to fill out the relevant session recording form (Appendix B). You can also record the session on Teams and Zoom for transcription later if participants are happy for you to do so (and if your IT functionality allows).**  **How to get further involved.**  The presentation finishes with invitations to:   * Take part in the regional survey * Have a look at ‘Have Your Say’ Pembrokeshire * Get involved in the consultation on the Draft Assessment of Local Well-being, in Autumn / Winter 2021 * Get involved in the engagement and consultation for the next Pembrokeshire Well-being Plan, in the summer of 2022   The online survey is taking place over August and September 2021. Participation in the online survey is a great opportunity for people to contribute their individual views. Please go to the County Council Consultation Have Your Say webpage for a link to the survey (insert link here). |

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| **Optional - Whiteboards or Virtual Whiteboards**  Whilst discussing the questions, you have the optional extra of using a whiteboard (or a virtual whiteboard on Teams or Zoom). This means that you, or a nominated scribe, can write down the key words. This can help with the overall discussion. The disadvantages are trying to capture too much information on the whiteboard and not being able to see people so clearly due to the whiteboard dominating your video conference screen.  Need help with setting up virtual whiteboards? Check out the videos in the links below.  How to use the whiteboard in Microsoft Teams  <https://www.youtube.com/watch?v=YBnojDFXo4k>  How to use the whiteboard in Zoom  <https://www.youtube.com/watch?v=jQ4-wrwHAxk> |

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| **Optional - Online Polls**  This optional extra is a great way to get people to take part in your event, including the quieter members of the group.  We suggest asking a few simple multi-choice questions at the start and at the end of the PowerPoint presentation. After everyone has ‘voted’ the results will be shown and can generate a short discussion. Please remember to tick the anonymous response button so that people can vote confidentially.  **Poll questions to ask at the start of your session.**  Generally speaking, how would you rate well-being in your community? Please tick one of the following:  Very good  Good  Neutral  Bad  Very Bad  What are the biggest challenges to well-being in Pembrokeshire at the moment? (Please tick the three most important).  People getting on well together in their communities  Transport  Accommodation  Employment  Tackling poverty  Health  Education  Digital Connectivity  Environment  Climate Change  Other    **Poll questions to ask at the end of your session.**  Generally speaking, how do you feel about well-being in Pembrokeshire after this event? Please tick one of the following:  Very Optimistic  Optimistic  Neutral  Pessimistic  Very Pessimistic  What do you think will be the biggest challenges to well-being in Pembrokeshire over the next 20-40 years? (Please tick the three most important).  People getting on well together in their communities  Transport  Accommodation  Employment  Tackling poverty  Health  Education  Digital Connectivity  Environment  Climate Change  Other  Need help with setting up online polls? Check out the videos in the links below.  How to use polls on Microsoft Teams using Microsoft Forms  [How to use the NEW built-in Polls in Microsoft Teams meetings - YouTube](https://www.youtube.com/watch?v=bYARs_ERB70)  How to use polls on Zoom  [How to Create and Launch Polls in Zoom Meetings | Zoom Polls Tutorial - YouTube](https://www.youtube.com/watch?v=UrNAxPIoan4) |

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| **Optional – Virtual Car Park**  If a single topic or issue starts to dominate the stakeholder event (this won’t be relevant if you are working with a particular group of stakeholders that are interested in only one of the areas of well-being), park it in the virtual car park. The issue can then be addressed at a later date or a separate meeting if required. The virtual car park is also a good place to park any individual service requests that can be followed up after the stakeholder event. |

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| **Session recording forms**  Please provide feedback on your event by using the relevant form provided in this toolkit (**Appendix B**). This means that there will be consistency in reporting and analysis. Please return your forms to [Sarah.Worby@pembrokeshire.gov.uk](mailto:Sarah.Worby@pembrokeshire.gov.uk) and [lynne.richards@pembrokeshire.gov.uk](mailto:lynne.richards@pembrokeshire.gov.uk). |

**Further Information and background resources**

The Essentials. The Well-being of Future Generations (Wales) Act 2015

<https://gov.wales/sites/default/files/publications/2021-06/well-being-of-future-generations-wales-act-2015-the-essentials-2021.pdf>

Pembrokeshire Factsheet (included in the toolkit)

Pembrokeshire PSB Website

[Pembrokeshire Public Services Board](https://www.pembrokeshire.gov.uk/public-services-board)

Future Generations Commissioner for Wales website

[The Future Generations Commissioner for Wales – Acting today for a better tommorrow](https://www.futuregenerations.wales/)

**Appendix A**

**Well-being Goals**

**A Prosperous Wales**

An innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-education population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

**A Resilient Wales**

A nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example, climate change).

**A Healthier Wales**

A society in which people’s physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

**A More Equal Wales**

A society that enables people to reach their potential no matter what their background or circumstances (including their socio economic background and circumstances).

**A Wales of Cohesive Communities**

Attractive, viable, safe and well-connected communities.

**A Wales of Vibrant Culture and Thriving Welsh Language**

A society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

**A Globally Responsible Wales**

A nation which, when doing anything to improve the social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

**Appendix B**

**Well-being Engagement Session Recording Form**

**Option 1 - Well-being Goal Questions**

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| --- | --- |
| **Date:** |  |
| **Facilitated by:** |  |
| **Contact details:** |  |
| **Name/type of group:** |  |
| **Number of people:** |  |
| **Face to face / online?** |  |

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| **In terms of (Well-being Goal), what are the factors that you think are important to well-being, either your own or that of your community?** |
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| **What needs to change to secure these things for the well-being of future generations?** |
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**Please return to** [**lynne.richards@pembrokeshire.gov.uk**](mailto:lynne.richards@pembrokeshire.gov.uk) **by 22nd October 2021**

**Well-being Engagement Session Recording Form**

**Option 2 – General Economic/Social/Environmental/Cultural**

**Well-being Questions**

|  |  |
| --- | --- |
| **Date:** |  |
| **Facilitated by:** |  |
| **Contact details:** |  |
| **Name/type of group:** |  |
| **Number of people:** |  |
| **Face to face / online?** |  |

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| --- |
| **What are the (economic/social/environmental/cultural) factors that you think are important to well-being, either your own or that of your community?** |
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| **What needs to change to secure these things for the well-being of future generations?** |
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**Please return to** [**lynne.richards@pembrokeshire.gov.uk**](mailto:lynne.richards@pembrokeshire.gov.uk) **by 22nd October 2021**