

Health, Wellbeing, Nature and Sustainability (HWNS) Tool - Workshop Design and Facilitation Training Specification

Background to Natural England

[Natural England](https://www.gov.uk/government/organisations/natural-england) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Natural England was formally established on 1st October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England’s work is described in our 2022-23 [Action Plan](https://www.gov.uk/government/publications/natural-england-action-plan-2022-to-2023) and is delivered through four strategic programmes as follows:

Resilient Landscapes and Seas - creating thriving, resilient, functioning landscapes and seas rich in plants, wildlife and character that provide wide ranging benefits for nature, climate and people

Connecting People with Nature - more people than ever in England are spending time outdoors and a majority of adults in England report that protection of the environment is important to them as a result. Our work will sustain that trend and focus on reforming key areas of Natural England’s local delivery, working in partnership to tackle barriers to nature

Greener Farming and Fisheries - sustainable farming and fisheries rely on a healthy natural environment. Food production and supply depends on healthy fish stocks, soils, water, air and natural processes. Addressing the causes of climate change and environmental degradation is now paramount; how we manage our land and seas is a major factor

Sustainable Development - the purpose of our sustainable development programme is to enable thriving wildlife populations, with beautiful landscapes and seascapes that are enjoyed by people whilst enabling society to prosper.

These are underpinned by two supporting programmes:

Science and Evidence - we will realise our ambition for Natural England to be an evidence-led organisation. We will be recognised, respected and trusted for our expertise and the provision of evidence-based advice on the natural environment, locally and nationally

Managing the Organisation - our aim is to be a values-led organisation which delivers excellent service standards to all partners, organisations and communities engaged in achieving nature’s recovery. Continuous learning and development for our people will maintain high levels of skill and expertise.

Background to HWNS Tool

Health, Wellbeing, Nature and Sustainability (HWNS) are the basis for thriving local areas. However, they are often given insufficient consideration in strategic planning and data relating to these outcomes is difficult to access and view in an accessible and meaningful way. In response Natural England are developing a user-friendly tool that provides validated insights on what matters for these outcomes, using the best available evidence to support integrated decision-making for Health, Wellbeing and Nature. This will help shape local strategies and planning (such as local spatial plans) which target these outcomes in an integrated way.

Natural England has worked with partners to develop such a HWNS tool. These partners include the University of Exeter, the Environment Agency, UK Health Security Agency and Office for Health Improvement and Disparities, Local Partnerships, Liverpool City Region Combined Authority, Norfolk County Council, Sandwell Metropolitan Borough Council and Surrey County Council.

We now have the draft content/components for the HWNS Tool which has been designed for and with, key decision makers that are involved in the development of strategies/plans for local and combined authorities. The tool has two main components - the Dashboards and Relevant Factor Diagrams (RFDs) for each of the Health & Wellbeing, Nature and Sustainability domains:

* the Dashboards will be based on open-source data sets (including those at the ONS) and will display key indicators for each of the Health, Wellbeing, Nature and Sustainability outcomes through an easily accessible and meaningful Dashboard interface. The dashboards easily inform users on how they are doing locally in terms of the three outcomes - Health & Wellbeing, Nature, and Sustainability.
* the RFDs show users what factors matter for the three outcomes domains and are intended as a framework – alongside the dashboard – to consider system issues and interactions across the domains – overcoming the natural siloes that often exist in local area strategy and planning. The RFDs were created using a participatory process involving domain experts and representatives of 4 local authorities, between 2020-2022. In 2023 these RFDs were tested in live workshops with three of the pilot areas, with participants who had not been involved in their development and working with a real local case as the subject.

A work programme to develop the dashboard as digital, online tool is underway with the alpha prototype for iterative testing anticipated in November/December 2023. It is anticipated that the digital tool will be hosted on one of the partner websites - Local Partnerships, under the resources section. See the website links for an example of the webpages/toolkit layout that the HWNS tool will follow alongside a suite of other toolkits designed to support local area and community partnerships:

[Resources - Local Partnerships](https://localpartnerships.org.uk/resources/)

Requirement

The intention is that the HWNS tool be used as part of a participatory process, whether online or in person. Alongside the digital HWNS tool resources, the online site will link to:

* A template design for a participatory workshop that can be delivered online or in person, with in house resources or using an external facilitator.
* A community of facilitators who have been trained in the use of the process and the tool and so can be hired by users to support effective uptake and implementation of HWNS

This specification requires a supplier to develop both the:

- template participatory process (ie multi-stakeholder workshop) for the HWNS Tool and;

- the training for facilitators for the HWNS Tool, including delivery of pilot workshops leading to accreditation of a first cohort of facilitators

- potential to deliver an outline design for a ‘training the trainer’ programme
for NE to consider as part of HWNS tool development in 2024-25, funding pending

The work will proceed in parallel with the online digital tool development and the two projects will need to liaise to ensure alignment, coordinated by the Natural England project lead.

We anticipate the first cohort of facilitators will be assembled from staff with some prior facilitation training and experience from a Core Group comprising Natural England, the Environment Agency and Local Partnerships, who already have staff operating in similar models for other tools. The Core Group may be expanded to include a suitable organisation with the Health and Wellbeing domain and facilitation experience.

Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project

Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference** | **Deliverable** | **Responsible Party** | **Date of completion** |
| D 1 | **Process Design Toolkit for HWNS Tool**A template design for a participatory process (ie multi-stakeholder workshop) based around the HWNS Tool, including:* A template for process planning
* A template for a workshop at the centre of the process (the main work) with
	+ An ‘In person event’ version
	+ A virtual meeting version (platform independent)
	+ Hints and tips for running the process and capturing the outputs
 | Contractor, with input from NE | End October 2023 |
| D 2 | **Facilitator Cohort 1 Accreditation**, involving:* Cohort formation and training using test HWNS Tool materials
* Test workshop with Cohort (online)
* Cohort members deliver workshop pilots
* Cohort 1 debriefing
 | Contractor, with input from NE | Start end of November 2023, to fully complete end March 2024 |
| D 3 | **Facilitator Training and Accreditation** Process Preliminary Designbased on the Cohort 1 experience | Contractor, with NE input | Start February 2024, to complete end March 2024 |
| D 4 | **OPTIONAL, FUNDING PENDING: Outline design for a ‘training the trainer’ programme** for NE to consider as part of HWNS tool development in 2024-25, funding pending | Contractor, with NE input | End March 2024 |
| D 5 | Integration with HWNS Tool programmeIn addition to activities to deliver the direct outcomes, the contractor will be asked to contribute to the wider HWNS project, especially in aligning the online tool and the participatory process and their materials. This is likely to include, but is not limited to:* The final versions of the RFDs (content and style) and the linking between the three domains
* The development of the dashboard
* The integration of the dashboard and RFDs into the final tool
* The online implementation of that tool
* The online access to accredited facilitators and training to become accredited
* Development of a single branding and style across web, dashboard, workshop taken from the existing Local Partnership branding/toolkit design
* The development of “Workshop-in-a-box” versions of the project outputs:
	+ - ready to use digital materials that can be printed locally and used to style in-person events to match the online tool.
		- ready to use workshop templates (with the same styling) that can be used directly or as a guide for those using their own choice of online platform.
* Enabling an online community space for accredited facilitators.
 | NE lead with contractor input | Start October 2023 – to full complete end March 2024 |

We anticipate an initiation meeting in September 2023 between the contractor and the Natural England project team. Thereafter Natural England and the contractor will meet through regular online project meetings to be agreed to meet the needs of the deliverables and associated work programmes. Attendance may be requested at occasional wider HWNS Tool progress meetings.

Table 1: Outline work programme

| Timing | Activity | D# |
| --- | --- | --- |
| Sept ‘23 | * Inception and HWNS digital tool briefing
 |  |
|  | * Formation of core group – lead contacts from each organisation
 |  |
|  | * Outline design concepts for all outputs
 |  |
|  | * Core group inception and briefing (Online)
 |  |
|  |  |  |
| Oct ‘23 | * Co-design of central workshop (v0.1, Online)
 |  |
| Nov ‘23 | * Test event (In-Person) with Alpha-Test HWNS Tool
 | **D1** |
|  | * Debrief and feedback to HWNS Tool development team
 | **D5** |
| (Nov-Dec) | * Co-design activity with core team of
	+ Central workshop design update (v0.2)
	+ Online implementation
	+ Participatory process advice (either side of workshop)
 | **D1** |
|  | * Recruitment of Cohort 1 – expanding core team up to 15 facilitators
 | **D2** |
| Dec ‘23 | * Start recruitment of Cohort 1 (~15 facilitators including core team)
 | **D2** |
|  | * Set date options for Cohort 1 briefing (online) and training day
 | **D2** |
| Jan ‘24 | * Selection of Cohort 1
 | **D2** |
|  | * Develop facilitator training day and materials
 | **D2** |
|  | * Cohort 1 initial briefing (online)
 | **D2** |
|  | * Cohort 1 members start planning for local pilot events
 | **D2** |
|  | * Cohort 1 training day
 | **D2** |
| Feb ‘24 | * Cohort 1 pilot event planning (by cohort member supported by a core team member) – events a mix of in person and online
 | **D2** |
|  | * Cohort 1 early pilot events (based on available version of Tool)
 | **D2** |
|  | * Core team co-design of training and accreditation (v0.1)
 | **D3** |
|  | * Core team review and feedback on Beta-test HWNS Tool
 | **D5** |
| Mar ‘24 | * Cohort 1 remaining events (based on available version of Tool)
 | **D2** |
|  | * Cohort 1 leaders workshop reports (very simple slide format) and outputs upload to shared area (photos etc)
 | **D2** |
|  | * Cohort 1 debrief (full day online) pilots feedback, recommendations for workshop and tool. Review of core team design for future training and accreditation process. Accredited facilitator community design.
 | **D2****D3** |
|  | * Core Team upgrade to workshop designs (v1.0)
 | **D1** |
|  | * Core Team further input to next iteration of HWNS Tool
 | **D5** |
|  | * Training the trainer design expansion of accredited community
 | **D4** |