



2040

FACILITATORS' GUIDE FOR CONSULTATION EVENTS

HOUSING TO 2040



**A VISION
FOR OUR FUTURE
HOMES AND
COMMUNITIES**



Scottish Government
Riaghaltas na h-Alba
gov.scot

What is Housing to 2040?

The Scottish Government's ambition is that everyone in Scotland should live in high quality, energy efficient homes that are affordable and that meet their needs. In Programme for Government 2018, we committed to work with stakeholders on a vision for how our homes and communities should look and feel by 2040 and the options and choices to get there. In 2019, we reaffirmed that commitment.

In July 2019, we published a draft vision for our homes and communities in 2040, and supporting principles to guide policy development – you can find these, and all the other resources in this guide on the [Scottish Government website](#)¹. We began a period of consultation on 2 December 2019, which will continue until 28 February 2020. We would very much like this to be an open public debate so that we can work together towards building a consensus around the vision and route map.

Housing is embedded in so much that we want to achieve. It has a vital role to play in meeting many of our aspirations, including eradicating child poverty and homelessness, ending fuel poverty, tackling the global climate emergency and promoting inclusive growth. We want to ensure that we have a housing system that is dynamic and resilient enough to respond to future changes and challenges, such as our ageing population. This means that **business as usual is not an option** and **nothing is off the table**.

Now is the time to reimagine our housing system, and to do that, we want to continue to build on the collective wisdom and expertise from across the wide and varied housing sector and from communities across Scotland. We want to hear people's views on the draft vision and principles and their **innovative, bold and imaginative ideas** for how to make them a reality.

¹ <https://www.gov.scot/publications/housing-2040/>

About this guide

This is a step-by-step guide for running your own Housing to 2040 consultation event or workshop. The guide will lead you and your participants through the discussion. We have included specific questions and materials that will help to get people thinking about their aspirations for the future of housing and how we might make them a reality. The suggested event structure and activities are similar to those being used in the Scottish Government led workshops.

This guide includes:

- tips on holding an event
- suggestions on how to structure your event
- questions, scripts and materials to aid your discussions
- FAQs

If you are planning an engagement event, we would appreciate it if you could let us know in advance so that we can keep an accurate record of all the Housing to 2040 events taking place across Scotland. Please email us at Housing2040@gov.scot to tell us when and where your event will take place, and who you hope will attend.

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Planning your Engagement Event

There are a number of different ways to gather feedback to contribute to the engagement process. Your approach could form part of a regular meeting or existing activity, such as a community group meeting. Some groups or organisations may wish to organise specific events, perhaps focusing on a theme such as energy efficiency or homelessness. It is up to you what type of event will suit your group or the people you want to engage with.

Things to consider include:

- What are people expecting from the event?
- Try to set participants' expectations about what the engagement will involve – it is intended as an opportunity for people to contribute their views.
- You might also want the engagement to be part of a wider event or an existing activity. Think about how you will get people to participate if they have come to the event for another reason.
- Are there other events being planned in your area?
- You could work with other groups or organisations to hold an event or promote each other's events to give people more opportunities to engage.
- How much will participants know about Housing to 2040? (This may inform how much time you want to use to introduce the topic or to enable detailed discussions.)

You might want to read the [Housing to 2040 draft vision and principles](#) and the [2018 discussion paper](#) before the event for more information.

Who should be invited?

As part of the engagement we would like to hear from a wide range of stakeholders and members of the public.

As events will take place across the country and across a range of groups and organisations, there should be opportunities for everyone to contribute. This is why we want to know who attended your event and ask that you let us know in advance if you are planning an event. That way we can identify if there are any gaps in participation before the end of the consultation period.

Event Facilitation

Facilitation is important to support and focus the discussions, whichever way you choose to run your event.

The facilitator's role is to support and focus the discussion on the questions and balance opportunities for participants to speak. It is also to encourage people to contribute to the discussions, using prompt questions, and to manage participant interactions. It is important that the facilitator should remain neutral and not seek to influence the content of the discussion.

In addition to a facilitator, it is useful to have a scribe to record discussions as it is difficult to both take notes and facilitate. You could ask participants to volunteer to take notes or use volunteers from within your organisation if resources allow. You may also wish to ask people to write on post-its which can then be grouped into themes, or use flip-charts to record responses to each question.

At the end of the event, the facilitator should make sure that all of the information needed for feedback has been recorded. **Please use the template provided at Annex A to record your discussions.**

Suggested Format for an Event

<p>Welcome and introductions</p>	<p>Guide time: 5 mins Materials: none</p> <p>Purpose:</p> <ul style="list-style-type: none"> • To introduce the event, set some ground rules and get participants talking. <p>Tips for opening the event:</p> <ul style="list-style-type: none"> • Welcome everyone and introduce yourself. • Run through some housekeeping – toilets, fire alarms etc. • Set some ground rules. For example, these might include: <ul style="list-style-type: none"> ➢ It is important that everyone is able to speak in an open and honest way. ➢ You should respect everyone’s right to have their opinion, even if it differs from your own. ➢ No one should dominate the discussion. All views and opinions are valid and we want to hear from everyone. ➢ Responses will not be attributed to individuals. • Ask participants to introduce themselves if they don’t all know each other and/or ask an icebreaker question to get people talking.
<p>Introduction to Housing to 2040</p>	<p>Guide time: 20 mins Materials: <i>Housing to 2040 presentation (optional)</i></p> <p>Purpose:</p> <ul style="list-style-type: none"> • To set the context for the event and provide some background information on Housing to 2040 (see suggested script on page 9). <p>Tips for introducing Housing to 2040:</p> <ul style="list-style-type: none"> • Set out the purpose and scope of Housing to 2040. • Provide a brief update on the progress that has been made so far in relation to Housing to 2040 (including 2018 engagement and the publication of the draft vision and principles, for example) and next steps. • Provide an outline of some of the challenges we are facing and emphasise why business as usual is not an option.

<p>Discussion 1: vision and principles</p>	<p>Guide time: 30 mins Materials: vision and principles documents, pens, post it notes and/or flip chart paper.</p> <p>Purpose:</p> <ul style="list-style-type: none"> To get participants' feedback on the Scottish Government's draft vision and principles and/or on challenges and constraints (see Annex C of the consultation letter). <p>Facilitation tips:</p> <ul style="list-style-type: none"> You may wish to ask participants to have read the vision and principles in advance, to save reading time on the day. Depending on the audience and the number of participants, you may want to break into smaller groups to discuss the vision and principles by particular subjects or themes. For example, an audience of young people may want to discuss different issues from an audience of older or disabled people. You might also want to discuss the vision and principles using the housing and regeneration outcomes as themes. These are: <ol style="list-style-type: none"> A well-functioning housing system High quality, sustainable homes Sustainable communities Homes that meet people's needs
<p>Feedback on discussion 1</p>	<p>Guide time: 10 mins Materials: pens, post it notes/flip chart paper, feedback template</p> <p>Purpose:</p> <ul style="list-style-type: none"> To record and discuss the feedback from your group(s) on their discussion on the vision and principles and/or challenges and constraints. <p>Feedback tips:</p> <ul style="list-style-type: none"> Remember it's important that participants who don't usually get heard are given time to articulate their points. To help this, you could review all the key points discussed and check if there is anything else to add, or allow some time at the end of the event for people to add anything that wasn't raised during the discussion. Use the template at Annex A to record the feedback.
<p>Comfort break</p>	<p>Guide time: 15 mins Materials: N/A</p>

<p>Discussion 2: towards a route map</p>	<p>Guide time: 30 mins Materials: pens, post it notes/flip chart paper</p> <p>Purpose:</p> <ul style="list-style-type: none"> To gather participants' ideas for imaginative and bold policy options and choices to help make the vision to 2040 a reality, and to help inform a route map to 2040. <p>Facilitation tips:</p> <ul style="list-style-type: none"> Depending on the number of participants, you may wish to break into smaller groups based on particular subjects or themes (e.g. energy efficiency and climate change, place, accessibility, affordability etc.) or by using the four housing and regeneration outcomes (see above). Use the questions on page 10 to guide the conversation Encourage participants to think imaginatively and reiterate that nothing is off the table and that all ideas are valid. Encourage participants to consider the constraints set out on page 11 when thinking of their ideas.
<p>Feedback on discussion 2</p>	<p>Guide time: 10 mins Materials: pens, post it notes/flip chart paper, feedback template</p> <p>Purpose:</p> <ul style="list-style-type: none"> To record and discuss the ideas and policy options put forward by your group(s) for the route map. <p>Feedback tips:</p> <ul style="list-style-type: none"> Use the template at Annex A to record the feedback.
<p>Q&A and Feedback</p>	<p>Guide time: 10 mins Materials: feedback template</p> <p>Purpose:</p> <ul style="list-style-type: none"> To allow delegates to ask questions on Housing to 2040 and next steps. To collect and summarise feedback from the event. <p>Tips for closing the event:</p> <ul style="list-style-type: none"> Thank everyone for coming Explain what happens next (see suggested script on page 11) Record any other feedback and comments using the template at Annex A.

Event Questions and Scripts

Introduction to Housing to 2040

Key things to cover:

- what the engagement is about
- why it is important, including that everyone's views are heard and respected
- what is going to happen today
- what is going to happen after today

Suggested script:

The Scottish Government has made a commitment to plan together with stakeholders for how our homes and communities should look and feel by 2040, and the options and choices to get there.

The aim of today's event is to gather your feedback on the draft vision and principles for 2040, which the Scottish Government published in July 2019, and to hear your ideas for what should be done differently in order to make the vision a reality. These ideas will help inform the development of the route map to 2040.

Your views are important and, while today presents an opportunity for you to feed into the consultation process, we would encourage you to also take the time to provide a more formal response online or in writing.

Event format

[Set out details of event format – is it a table discussion, themed workshops, conversations in pairs?]

After today's event, all of the notes recorded will be written up and sent to the Scottish Government to help inform their final vision and route map to 2040. It is important that everyone's views are heard and respected so that the feedback provided is as complete as possible. Events like this will be taking place across Scotland with lots of different groups and organisations.

What is Housing to 2040?

The Scottish Government wants everyone in Scotland to have a home that is warm, affordable and accessible and that fits their needs. We also need to ensure we have a housing system that is dynamic and resilient enough to respond to future changes, and can help to address the number of challenges we are facing, including an ageing population and a global climate emergency, for example. That is why the Scottish Government has now begun to consider our longer term aspirations for housing in Scotland and the opportunities for how we might achieve this.

You may wish to deliver a [presentation on Housing to 2040](#). Brief notes to accompany the presentation are included at **Annex C**. Please contact the Housing to 2040 team at Housing2040@gov.scot if you require any additional information.

Discussion 1: vision and principles / challenges and constraints

Suggested script:

Following an initial round of stakeholder engagement in 2018, the Scottish Government published its draft vision and principles in July 2019.

The draft housing vision for 2040 describes in more detail what we want the housing system to look and feel like in the future. It is meant to be ambitious and aspirational.

The vision is person-centred, and views the system from the citizen's perspective to reflect the diversity of people, homes and communities across Scotland. But the vision is also for all those involved in housing delivery and services. Making the vision a reality will require action from Scottish Government, public, private and third sector partners and the people of Scotland.

The principles underpinning the vision are a high-level guide to how policy decisions might be made to make the vision a reality.

Questions:

1. Do you have any comments on the **draft vision and principles**?
2. Do you have any comments on the **scenarios and resilience of the route map** or constraints? (see Annex C of the [consultation letter](#))

Discussion 2: towards a route map

Suggested script:

The Scottish Government wants to hear your suggestions for bold, imaginative and innovative proposals in order to deliver the housing to 2040 vision. We would like you to use the draft vision and principles as a guide to help inform some policy choices and options for the route map.

Questions:

Please note these questions are a guide only and may vary depending on the format of your workshop and audience. For example, if your workshop is based on a particular aspect of the housing system, you may wish to focus your questions on a particular theme.

3. Do you have any proposals that would increase the **affordability** of housing in the future?
4. Do you have any proposals that would increase the **accessibility and/or functionality** of existing and new housing (for example, for older and disabled people)?
5. Do you have any proposals that would help us respond to the global climate emergency by **increasing the energy efficiency and warmth and lowering the carbon emissions** of existing and new housing?
6. Do you have any proposals that would improve the **quality, standards and state of repair** of existing and new housing?
7. Do you have any proposals that would improve the **space around our homes** and promote connected places and vibrant communities?
8. Any other comments?

If possible, you should ask participants, when making proposals, to be as specific as they can about:

- Who needs to make it happen and what type of action is required? E.g. facilitation, regulatory, financial, infrastructure, training etc.
- How much it costs and who will pay?
- Who is needed to do the work (workforce)?
- How long the proposal would take to implement and whether it is a temporary or permanent measure?
- When in the period 2021 to 2040 should it begin and does anything need to be done first?
- Who will benefit (who is it for)? And who might lose out and how could this be mitigated? (Think about equality groups and different types of organisation and geography and the impact on the wider community.)
- How does it help deliver the draft vision? Does it align with the draft principles?

We recognise that participants may not be able to answer all of these questions – this should not put them off putting forward their proposals.

It is also not necessary to stick solely to these questions or issues, if participants identify other important issues, we would like to hear about them.

Concluding remarks

Suggested script:

Thank you for taking part in today's engagement event. Your time and contribution to discussions is really appreciated. The notes we have taken today will be written up and submitted to the Scottish Government, along with feedback from other engagement events taking place all over Scotland.

The Scottish Government will bring all of the feedback they receive together and use this to help inform their vision and route map for Housing to 2040. If you would like to contact the Scottish Government about this consultation please email Housing2040@gov.scot.

FAQ

Q. What engagement has the Scottish Government undertaken to develop the consultation?

The Scottish Government has been engaging extensively with a variety of stakeholders, including local government, businesses, the third sector, home owners, tenants and others to help shape a draft vision and principles for 2040.

The first phase of stakeholder engagement, in autumn 2018, attracted contributions from over 800 people representing more than 100 organisations, which provided a comprehensive dialogue around the future of housing.

In May 2019, the Scottish Government published its Housing to 2040 stakeholder engagement report. In July 2019, they published a draft vision for 2040 and the principles which will underpin and inform the development of policy choices and options.

Q. How is this consultation different from the Housing to 2040 stakeholder engagement in 2018?

In 2018, we asked for people's ideas, concerns and questions and received comprehensive feedback. The 2018 discussion document contained an earlier version of the principles. Stakeholder feedback has allowed us to develop the draft vision and refine the principles. These were published in July 2019.

We now need to finalise the vision and principles. So we need to confirm there is a broad consensus around these and make any adjustments.

Obviously, stakeholders made suggestions as part of the 2018 consultation. But, now that we have the 2018 report published, everyone can see what else was suggested. We want to take these raw ingredients and fresh new ideas prompted by further discussion and contributions from experts to draft a route map.

The scale of the challenge has intensified since 2018, not least with the global climate emergency requiring ever more urgent action.

The consultation letter does not set out specific policy proposals but is meant as a framework to support free and frank exchanges on what we need to do. We need innovative, bold and imaginative ideas for change so we can deliver the Housing to 2040 vision. We hope these will emerge from both public debate, engagement events and formal responses to the consultation.

Q. How long does the consultation run for?

The Housing to 2040 consultation runs until 28 February 2020.

Q. What format does the consultation take?

You can respond to the consultation online and at consultation events.

Q. Does the ‘*Present Voices, Future Lives*’ housing exhibition form part of the Housing to 2040 consultation?

Yes. To support the wider engagement on Housing to 2040, the Scottish Government, in partnership with Architecture and Design Scotland (A&DS), commissioned a travelling housing exhibition to engage communities across Scotland.

Following an open tender process, Edinburgh School of Architecture and Landscape Architecture (ESALA) were appointed to lead a curatorial team, which include Collective Architecture, to deliver a travelling exhibition – ‘*Present voices, Future lives*’ – which travelled to 12 locations across Scotland in November and December 2019.

Q. What does the Scottish Government intend to do with the feedback collected through consultation?

The feedback collected through consultation, and at the housing exhibition events, will help to inform the Scottish Government’s final vision and route map to 2040, which will be published in summer 2020.

Q. When will the Scottish Government publish the Housing to 2040 route map?

The Scottish Government is aiming to publish the vision for 2040 and route map to get there in summer 2020.

Submitting your event feedback

It is best to write up the feedback from your event while it is still fresh in your memory. We recommend using the template provided at **Annex A**. Please aim to return feedback within 10 days of your event taking place and no later than 28 February 2020.

You can respond to this consultation online at:

<https://consult.gov.scot/housing-services-policy-unit/housing-to-2040>

The preferred method of response is via the consultation portal above, but we can accept typed feedback following your event to be sent to Housing2040@gov.scot. Any feedback submitted to us by email must include a completed Respondent Information Form, provided at **Annex B**.

If you are unable to respond online, please send your response along with the completed Respondent Information Form to:

Housing to 2040 team
More Homes Division
Area 2-J North
Victoria Quay
Edinburgh
EH6 6QQ

Please ensure that all consultation responses and any other feedback is submitted before the closing date of **28 February 2020**.

Annex A

Template for writing up your event feedback

Event organiser:		Date:	
I am representing a group or organisation. If so, I represent:			
Local authority			
Charity or third sector			
A local voluntary group			
Business or private sector			
Other (please specify)			

Discussion 1: vision and principles / challenges and constraints

Question 1	Do you have any comments on the draft vision and principles?
Comments	

Question 2	Do you have any comments on the scenarios and resilience of the route map or constraints?
Comments	

Discussion 2: towards a route map (policy proposals)

Question 3	Do you have any proposals that would increase the affordability of housing in the future?
Comments	

Question 4	Do you have any proposals that would increase the accessibility and/or functionality of existing and new housing (for example, for older and disabled people)?
Comments	

Question 5	Do you have any proposals that would help us respond to the global climate emergency by increasing the energy efficiency and warmth and lowering the carbon emissions of existing and new housing?
Comments	

Question 6	Do you have any proposals that would improve the quality, standards and state of repair of existing and new housing?
Comments	

Question 7	Do you have any proposals that would improve the space around our homes and promote connected places and vibrant communities?
Comments	

Question 8	Do you have any other comments?
Comments	



Annex B

RESPONDENT INFORMATION FORM

Please Note this form **must** be completed and returned with your response.

To find out how we handle your personal data, please see our privacy policy:
<https://beta.gov.scot/privacy/>

Are you responding as an individual or an organisation?

- Individual
 Organisation

Full name or organisation's name

Phone number

Address

Postcode

Email

The Scottish Government would like your permission to publish your consultation response. Please indicate your publishing preference:

- Publish response with name
 Publish response only (without name)
 Do not publish response

Information for organisations:

The option 'Publish response only (without name)' is available for individual respondents only. If this option is selected, the organisation name will still be published.

If you choose the option 'Do not publish response', your organisation name may still be listed as having responded to the consultation in, for example, the analysis report.

We will share your response internally with other Scottish Government policy teams who may be addressing the issues you discuss. They may wish to contact you again in the future, but we require your permission to do so. Are you content for Scottish Government to contact you again in relation to this consultation exercise?

Yes

No

Annex C

Housing to 2040 presentation: notes for slides

Slide number	Notes
1	n/a
2	<ul style="list-style-type: none"> Overview of presentation. Approx. 20 minutes. <i>But feel free to tailor to the audience's knowledge and time available.</i>
3	<ul style="list-style-type: none"> In Programme for Government 2018-19, the Scottish Government made a commitment to plan together with stakeholders for how our homes and communities should look and feel in 2040.
4	<ul style="list-style-type: none"> Developing a vision for 2040 for the whole housing system and a route map to get there, but we are not working in a vacuum: there are a number of existing commitments and targets that will need to be taken into consideration.
5	<ul style="list-style-type: none"> Overview of Housing to 2040 process and milestones.
6	<ul style="list-style-type: none"> These are the ways that government currently intervenes in the housing system now. The Scottish Government is active in all these areas but some things can only be done by UK Government (so called "reserved powers"). We are taking a whole systems approach and including everything in our thinking about how the housing system should operate.
7	<ul style="list-style-type: none"> Figures are approximate. If we were to start with a blank sheet, is this how we would want government expenditure on housing to be distributed?
8	<ul style="list-style-type: none"> Our current short vision is for everyone to live in high quality, sustainable homes that are affordable and meet their needs. But this does not help us answer some big policy questions. That is why we have developed a longer vision for 2040 and some principles to guide the steps to take to get there.
9	<ul style="list-style-type: none"> We are facing many challenges in Scotland, including the global climate emergency. Here we look more closely at just one example: the demographic challenge.
10	<ul style="list-style-type: none"> Number of households is projected to increase, especially single person households.
11	<ul style="list-style-type: none"> Most of this growth is among older people (green area on graph).
12	<ul style="list-style-type: none"> Graph showing total government spend on <u>average person</u> by age – costs rise significantly from age 65 upwards. So with all the growth in the population forecast to be in the higher cost part of the graph, there is a challenge for us in meeting the costs. Business as usual is not an option.
13	<ul style="list-style-type: none"> First round of stakeholder engagement in autumn 2018, where SG asked stakeholders to respond to their discussion paper.

	<ul style="list-style-type: none"> Received over 800 responses from around 100 organisations.
14	<ul style="list-style-type: none"> Report and evidence paper published in May 2019.
15	<ul style="list-style-type: none"> Highlights from the report.
16	<ul style="list-style-type: none"> Draft vision and principles for 2040 published in July 2019. Intended to be bold and aspirational. Vision statements are written in the first person (“I”). These are things SG hope people will be able to say in 2040; we don’t expect everyone to be able to say all of them but everyone should be able to say those that are relevant to them.
17	<ul style="list-style-type: none"> Examples of the draft principles. Principle 7 is in bold. It seems uncontroversial but do you agree? How would we make it a reality?
18	<ul style="list-style-type: none"> SG are now developing a route map to 2040 guided by these draft principles. Need to consider the financial and labour constraints; and resilience – we can’t predict the future but should aim to be resilient to respond to future changes and challenges.
19	<ul style="list-style-type: none"> Whole systems approach to housing – will need to work across government and maximise what can be done in the ‘overlap zones’. I.e. where can we spend money or focus activity to make sure that we are delivering multiple objectives / doing the most good, most efficiently.
20	<ul style="list-style-type: none"> Housing has a vital role to play in meeting many of SG’s aspirations. For example, a safe, secure and warm home that meets people’s needs can improve mental well-being and reduce hospital admissions.
21	<ul style="list-style-type: none"> A number of factors are driving change both now and in the future; these are all expanded in the consultation letter.
22	<ul style="list-style-type: none"> PESTLE model overview. Change can be unpredictable and unexpected. Example of movement driving change is Extinction Rebellion, which appeared to come from nowhere but pushed climate change up the agenda in 2019.
23	<ul style="list-style-type: none"> Consultation overview: housing exhibition (4 Nov – 16 Dec 2019) and formal public consultation (now). Week long housing exhibition event, highlighting the feedback from all 12 of the locations, at the Lighthouse in Glasgow in early February. Details will be made available on the Scottish Government website.
24	<ul style="list-style-type: none"> Housing exhibition dates and locations (flyer). Aim of the exhibition is to gather lived experience from communities in rural, urban and island locations across Scotland. Includes workshops with school children during the day; with the morning session focusing on “<u>present voices</u>” (using the themes in the exhibition and ‘stories’/photos/drawings of home that the young people bring with them) and afternoon session on “<u>future lives</u>” (to include community mapping using

	<p>the place standard as a tool), plus a teatime/evening exhibition, open to the public, showcasing the findings collected during the day.</p> <ul style="list-style-type: none"> • Audio input e.g. a recording of an interview with a local person to provide 'lived experience' through a local 'voice'. • Opportunities to collect feedback throughout. • An on-line presence through social media etc.
25	<ul style="list-style-type: none"> • Housing exhibition photograph – format.
26	<ul style="list-style-type: none"> • Housing exhibition photographs – 'totems'/ cubes exploring different housing typologies and challenges.
27	<ul style="list-style-type: none"> • Housing exhibition photographs – each exhibition is place specific.
28	<ul style="list-style-type: none"> • Housing exhibition photographs – example.
39	<ul style="list-style-type: none"> • Time to get interactive!
30	<ul style="list-style-type: none"> • Discussion 1. Based around the first two questions in the consultation letter.
31	<ul style="list-style-type: none"> • Discussion 2. Based around questions 3 to 7 in the consultation letter.
32	<ul style="list-style-type: none"> • Close and contact details.