Appendix B: Table 1 – Facilitator briefing

Current activity workshop

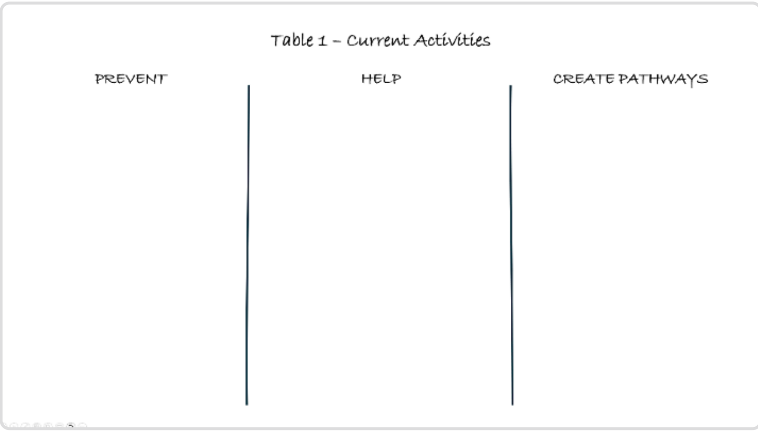
Thank you for agreeing to be a table facilitator. Your task is to guide participants in reflecting on what is **already in place to prevent and relieve homelessness** within their organisations and the wider system. This conversation is an important starting point. By mapping out existing initiatives and practices, participants can more clearly identify any gaps or overlaps, paving the way for new, collaborative solutions.

Below you will find guidance on how to structure and animate these discussions, ensuring participants leave the table with a rich understanding of current efforts. Remember, your primary role is to create a space in which every participant feels heard and outcomes are recorded while also keeping the conversation focused and productive.

Checking the table resources

Physical setup

- Ensure there is enough seating for around six to eight participants at your table.
- Ensure that there are plenty of sticky notes (multiple colours if possible), markers, and that flipchart paper is prepared and ready to use like this:



- Place a printed copy of the Positive Pathways Model on the table for easy reference throughout the discussion.

Ground Rules

- Refer to the preprepared ground rules sheet and remind participants of key points, such as mutual respect and the "Chatham House Rule," if being used for confidentiality.
- Emphasise that all contributions – big or small – are valued.

Atmosphere

- Remember to welcome each participant as they join your table. Keep a friendly, open tone.
- Encourage participants to speak up and record ideas on sticky notes, ensuring quieter voices have equal opportunity to contribute.

Launching the Conversation

Introduce the focus: "Current Activity"

- Let participants know that the table's focus is to explore and capture what is already happening across organisations, departments, and partner networks to address homelessness.
- Explain that this includes formal policies, pilot projects, staff training programmes, referral protocols, partnership agreements, or any other relevant initiative already in play.

Relate to the Positive Pathways Model

- Show how "current activity" intersects with the Positive Pathways Model (universal prevention, targeted prevention, crisis prevention and relief, recovery, move-on support, and settled home).
- Encourage participants to categorise their existing initiatives according to these stages of homelessness prevention and relief. For example, a triage system in A&E might be "targeted prevention," whereas an outreach team's emergency support programme could be "crisis prevention and relief."

Prompt questions

- What frameworks, policies, or practices are already in place within your organisation or area of work?
- Which teams, departments, or partners are currently involved in these activities?
- Are there any known successes or lessons learned that might help others at the table?

Facilitating the discussion

Capture current activity

- Encourage participants to write their contributions on sticky notes.
- Ask participants to note key points such as:
  - The name or nature of the activity (e.g., "Tenancy Sustainment Programme")
  - Who is involved (e.g., local council, housing association, mental health services)
  - Where this activity fits within the Positive Pathways Model (if obvious)
- Stick the notes onto the flipchart paper. You might arrange them in columns or clusters based on the relevant stage(s) of the Model (e.g., universal prevention, crisis relief, etc.).
- Remind participants to keep each sticky note clear and concise so that others can quickly grasp the meaning.
- Conversations tend to be a bit messy, where participants are straying into the topics of other tables (gaps, opportunities, and actions), encourage them to write down their thoughts and take them to that table when there is an opportunity.

Encourage depth and nuance

- Once participants have started listing their activities, prompt them to delve deeper:
  - **Successes**
    Has the activity proven effective? How is success measured?
  - **Challenges**
    Are there constraints, such as funding shortages or staff capacity issues?
  - **Partnerships**
    Are there any multi-agency collaborations that have improved outcomes? Are there any new collaborations that would improve outcomes?

Maintain momentum

- Gently steer the conversation if it begins to go off-topic, especially if participants start discussing new ideas before fully listing what currently exists.
- Remind the group that there will be dedicated sessions later to explore gaps, opportunities, and action planning – your table's job is to ensure current efforts are recognised.

Check for inclusivity

- Ensure that quieter participants have the chance to speak. Prompt them with direct but open-ended questions such as: "Could you share an example of something your service is already doing?"
- If one or two individuals dominate the discussion, politely invite new voices, e.g., "We've heard some excellent points. Let's hear from someone who hasn't spoken yet."

Organising the information

Visual mapping

- As sticky notes accumulate, invite the group to group them by theme or by the relevant stage of the Positive Pathways Model using the visualisation on the flipchart paper.
- Encourage participants to move notes around if they feel they fit better under another theme or stage.

Photographing the outputs

- Before the table disperses or moves into another stage of discussion, make sure to take a high-resolution photo of the flipchart sheet, ensuring all notes are legible.
- This is crucial for record-keeping, as the workshop lead will review these images later to draft pledges and actions.

Summarising key takeaways

- Towards the end of the session, ask if anyone wants to highlight a particular success story or challenge that stands out among the current activity notes.
- You might like to share a quick verbal summary of the discussions highlighting the key areas of consensus and any challenges that have emerged.

Closure and linking to the next session

Linking sessions

- At the end of the first session
    - Remind participants that the other tables have been discussing gaps, opportunities, and proposed actions.
    - Encourage them to carry forward thoughts that have emerged during the conversation about current activities to the gaps, opportunities, or actions the relevant table in the next session.
- At the end of the second session
    - Remind participants that the exercises after the break are going to involve whittling down the issues and actions brought out in the discussions to a few achievable pledges and actions.

Thank participants

- Thank participants, acknowledge their insights, time, and willingness to share.
- Reflect on the session and think about feedback from the group if the main facilitator asks for feedback from the tables.
- At the end of the session, you should have something that looks a bit like this: