

## TERMS OF REFERENCE

### Facilitation: Devon Land Use Framework

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#### Summary

Service required	:	Facilitation of a multi-stakeholder land use network
Reports to	:	FFCC and Devon Land Use Project Management Board
Timescale	:	To begin September 2021 and run for 18 months

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#### Purpose

This is an exciting opportunity to support thriving communities across Devon. The role will facilitate a participatory process that includes a variety of stakeholders across Devon over a period of 18 months to design a land use framework. The framework will establish and test principles that guide decisions on land use in the county that can then be adopted by practitioners in the public, private and third sectors.

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#### The Service

##### Phase One: Scoping and Design Sept-Dec 2021

Convene a Design and Delivery Group of organisations from the public, private and third sectors, which is representative of a wide range of interests in land use, to work together to co-design a land use framework for Devon. This role will build on early partnership working and discussions amongst key stakeholders. It will extend the scope of participation by analysing land use networks and engaging additional stakeholders to bring together a wide range of different land use perspectives. The process must ensure the full range of key land use decision makers across Devon are identified and involved.

Establish effective partnerships with organisations (including the Geospatial Commission, Devon County Council and the Environment Agency) to ensure clear communication about the purpose and rationale behind the project and close alignment with other initiatives such as the Devon Flooding and Coastal Resilience Innovation Programme and Geospatial Commission's National Land Data Programme. Ensure that project reporting is built into project planning and delivery with appropriate objectives, milestones and outputs and regular reports to the Project Management Group and ongoing liaison with FFCC's Senior Researcher.

Assist the Design and Delivery group to co-design a participatory process that they will follow for the duration of the project. Support the group in a way that allows full involvement from all participants regardless of the size or role of the organisation. Build relationships and partnerships between members of the group, sustain communications and provide administrative support to the group including calling regular meetings, recording and tracking actions. Ensure co-delivery and co-learning principles remain at the heart of the group so that all participants can play an active role. Facilitate the delivery of the agreed participatory process.

Work with the partners to scope relevant data, mapping, documents and systems to identify overlaps, gaps and inconsistencies, any missing perspectives and to establish what is known and not known. Clearly articulate the implications, opportunities and constraints which emerge.

## **Phase Two: Delivery Dec 2021-Jan 2023**

Establish the objectives the land use decision makers are trying to achieve, questions they are trying to answer, the values involved and work to make sense of the complexity. Help the stakeholders explore how better data would improve land use decision making, leading to better outcomes. Work to ensure that the Land Use Framework process and relationships are valued, embedded and sustained longer term amongst stakeholders.

Help the group to identify specific land use issues in Devon, particularly flood risk mitigation, that can be used to test the process and principles in the emerging land use framework. Facilitate the creation of an initial 'working framework' which outlines processes and protocols stakeholders can apply to align their land use planning to shared principles. Support the testing and trialling of the framework in an iterative process to identify what is achievable and how to maximise benefits from the process. Coordinate additional local community engagement activities or more detailed network/issue analysis where necessary.

Convene the design and delivery group regularly to assess the findings of the trials, analyse lessons, resolve or reduce conflicts and adapt the framework. Share learning and experience with all stakeholders, the Project Management Group, FFCC and FFCC's Land Use National Group.

Coordinate closely throughout with the Geospatial Commission pilot project in Devon which is working to make land use data more accessible, identify priority datasets, unmet data needs and potential for improving data access and availability.

Work closely with the FFCC Senior Land Use Researcher throughout the process to ensure the group is supported with the necessary research and learning the process requires. Contribute to briefing papers and reports and work with the FFCC communications team to develop compelling narratives that explain the work of the group and how improved data and a framework process is able to improve land use decision making.

## **Specific outputs**

A well-functioning Devon Design and Delivery Group that leads the development and testing of a land use framework. First meeting of the Group expected before end of October 2021.

An established Devon land use framework consisting of a set of agreed principles, processes and practices that can be used by organisations to guide decision-making on land use in Devon and has been tested on at least one local issue of significant interest. Expected draft by end 2022 with agreed version to take forward by Feb 2023.

Coherent, evidence-based conclusions and recommendations from the Devon process, contributing to national learning and development.

## **Knowledge and professional skills required**

- High level facilitation skills that support inclusive and equitable group working
- Knowledge and experience of participatory mapping and working methodologies
- Excellent relationship building and stakeholder management capabilities with an emphasis on local stakeholder community across public, private and third sectors.
- Excellent verbal and written communication skills to confidently contribute to public facing reports and briefings
- The ability to communicate complex issues in a straightforward and compelling way
- Experience of working with stakeholders in Devon and some knowledge of the Devon land use context

FFCC is happy to consider team or co-facilitation bids but roles and communications with stakeholders would need to be clearly defined.

## Fee

We expect this contract to be in the region of £36,000 (inclusive of any applicable VAT) for the 18 month period. Expenses will be paid according to the FFCC expenses policy.

## To respond

Please respond to Alison Caffyn, Senior Land Use Researcher, [alison.caffyn@ffcc.co.uk](mailto:alison.caffyn@ffcc.co.uk), **by 26 August** with a letter, explaining the approach you would take to this work, along with CV(s) of no more than two sides showing details of relevant professional experience. Should we decide to interview applicants the interviews will take place online on 1st or 2nd September.