

SIFT – Sustainability
Improvements for Teams

Healthy Environment Workshop



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How to use this guide

This document should be viewed on a desktop or laptop computer using Adobe Acrobat Reader (available [here](#) as a free download).

Navigate through the guide using the menu bar at the top of the page, and the clickable links throughout the document.

The full suite of SIFT Healthy Environment Workshop resources is available at:

<https://phwwhooc.co.uk/resources/sift-hem-sustainability-improvement-for-teams-healthy-environment-module/>

This resource has been developed by Public Health Wales' Health and Sustainability Hub in collaboration with Cynnal Cymru

SIFT – Sustainability Improvements for Teams

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1 Introduction

1.1 An Introduction to Sustainability Improvement for Teams (SIFT)

SIFT stands for Sustainability Improvements for Teams - a suite of workshops to support the delivery of the Well-being of Future Generations Act (WFG Act). If you are unfamiliar with the Well-being of Future Generations Act, then read this [simple guide](#).

This document is the guidance for the Healthy Environment Workshop.



1.2 Healthy Environment Workshop

The Healthy Environment workshop enables a team to identify its environmental impacts - to reduce the negative impacts and maximise the positive impacts. It looks at the activity of the whole team and also of the individuals within the team.

The team leader will need volunteers to carry out essential roles to run the workshop. These are:



FACILITATOR



NOTE TAKER

These roles are described in more detail in the next section. Please consider volunteering if you have relevant experience and skills.

The output of the workshop is to develop a team action plan to reduce the team's negative impact on the environment and maximise the positive impacts. The challenge is to then maintain the action plan and update it regularly over a period of years so that your team can track its progress alongside that of your organisation.

1.3 Why Use the Workshop?

Your team is a part of a public organisation in Wales. The organisation as a whole has to comply with the Well-being of Future Generations Act (if a 'public body' in the Act), and associated legislation such as the [Environment \(Wales\) Act 2015](#) and [Active Travel \(Wales\) Act 2013](#). Each team and individual within the organisation can play a part in this. This is not just about compliance, however. By reducing its harmful environmental impacts and increasing its positive impacts, a team can help the organisation contribute to Wales' seven well-being goals, and this will benefit the whole of society including you, and your own families and local communities.

Doing the workshop could also help team members work better together, learn from and support each other, and identify ways that will improve personal and team well-being.

SIFT workshops promote action learning and create an evidence base that can be incorporated into the objectives of the organisation to support improved planning, collaboration and delivery of the Well-being of Future Generations (Wales) Act.

The workshop is suitable for any team within an organisation/ public body. Aim to undertake the workshop once a year to support your team planning.

The well-being goals show the kind of Wales we want to see. Adopting sustainable behaviours to support our environment will contribute across the goals, and in particular towards 'a Prosperous Wales' with a low carbon society and 'a Resilient Wales' with a healthy natural world.



1.4 The Five Ways of Working

In addition to the seven well-being goals, the Healthy Environment workshop supports the Well-being of Future Generations Act by encouraging teams to embed the five ways of working into everything they do.

The Five Ways of Working are:



Long Term – the importance of balancing short term needs with the ability to also meet long term needs



Integration – Considering how the public body's well-being objectives may impact upon each of the well-being goals, on any separate corporate or strategic objectives, or on the objectives of other public bodies



Involvement – The importance of involving people with an interest in achieving the well-being goals, and ensuring that these people reflect the diversity of the area which the organisation serves



Collaboration – Acting in collaboration with any other person (or different parts of the organisation itself) that could help the organisation to meet its well-being objectives



Prevention – How acting to prevent problems occurring or getting worse may help organisations to meet their objectives

It is important to use the Five Ways of Working when undertaking the workshop and in further development and delivery of your team action plan because you will have to report on those.

1.5 Before the Workshop - What You Need to Do

To get the most out of the SIFT Healthy Environment workshop, please watch the following three short videos presented by Sir David Attenborough in the two weeks before the workshop takes place.

[Climate Change: The Facts](#) – 1 hour

[What is Biodiversity?](#) – 3 minutes

[How to Save Our Planet](#) – 8 minutes

1.6 After the Workshop - Follow-up Work

We all need to commit to a long term process of continuous improvement. This means:

- As the team progresses through the year, it should monitor, record and celebrate the achievement of actions. We recommend that the plan and its actions are an agenda item at team meetings every month
- Repeat the workshop after twelve months. You can add to the actions you have already committed to

If your organisation has an Environmental Management System and/or a dedicated Environmental/Sustainability Manager, then share the results of the workshop with the responsible person(s) and invite them to help you implement the actions you have committed to as well as identifying new ones.

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Facilitation Team Guide

Guidance for Facilitators, Note Takers and Time Keepers

2.1 Before undertaking the workshop:

- Decide who will be facilitator and note taker – you may also want to assign someone to keep an eye on the time and remind the facilitator to move on
- Familiarise yourselves with the [Workshop Plan](#) and the [PowerPoint slides](#) – take note of the timings
- Familiarise yourselves with the [Action Plan template](#) – this is for the note taker to record the actions the team commits to
- Make sure that you understand how to operate your chosen meeting software (e.g. Microsoft Teams or Zoom) and that it has the functions you require (see Workshop Plan below)

2.2 The roles:



THE FACILITATOR – you will need to explain the thinking behind the Healthy Environment workshop and ensure that your colleagues understand that all of our actions have environmental consequences. You don't need to be an expert in environmental issues: the films suggested above and this guidance section should be enough for you to lead the team in this work. Your key role is as follows:

1. Explain the purpose and aims of the workshop clearly
2. Make sure everyone is able to contribute and that their contributions are respected
3. Keep colleagues focused on the aims
4. Make sure all sections of the workshop are completed
5. Make sure that everyone knows what they need to do as part of the follow up



THE NOTE TAKER – an action plan template is provided. You will need to discuss with your team leader whether this template is useful or if you are going to adapt it. During the workshop, you need to write the relevant information generated by your colleagues into the action plan. The team may decide to use document sharing software: in this case, anyone can write on the action plan. Your role in this situation will be to ensure that people are putting information in the right place – put simply, keep the action plan tidy! Colleagues need to be able to read it later and for it to make sense.

A worked example is provided. Study it carefully with the Facilitator and your team leader before undertaking the workshop. The three of you will need to be able to explain the action plan process to the rest of the team.

The template is only an example – adapt it to suit your needs



TIME KEEPER – ensure that the workshop sections occur during the allocated time. Remind the Facilitator when it is time to move on.

2.3 Workshop Aims

You will help your colleagues identify the positive and negative environmental impacts that they are responsible for as individuals and as a team.

Together you will decide what you are going to do about these impacts – take action to reduce harm from negative actions; or boost, replicate and share the benefits of positive actions. The actions you identify together should correlate to at least one of the Five Ways of Working.

The goal is to ensure that the whole team commit to at least four team actions and at least one personal action each. We are all in this together!

At the end of the workshop you should have developed a 'Team Healthy Environmental Action Plan' to ensure the actions identified are achieved and follow-up work is undertaken.



2.4 Tools for Running an Online Workshop

The Facilitator will need a video-conferencing camera, and if possible, access to two screens is preferable, although not essential (see below).

The camera is important so people can see each other.

This helps people engage in

the session. Encourage all team members to have their cameras turned on. (If this reduces bandwidth and the quality of connection suffers then there is an option for some people to turn their camera off).

Using two screens will enable the facilitator to share their screen to run the session while also being able to see if anyone is asking questions or is requesting to comment. If the facilitator doesn't have access to two screens then they can nominate the time keeper to inform them when a question is asked, or if someone is waiting to speak.



2.5 Environmental Responsibility Themes

The topic of environmental responsibility has been broken down into three main themes: Decarbonisation, Biodiversity and Resource Efficiency (Zero Waste)



1. Decarbonisation

- This refers to stopping the emissions of carbon dioxide (CO₂) into the atmosphere. Carbon dioxide in the atmosphere is the biggest cause of climate change. Carbon dioxide is emitted by burning fossil fuels – coal, oil, gas, petroleum, shale gas.
- Other gases also drive climate change, Methane for example. All the gases together are called 'the greenhouse gases'. The relationship between the gases and human activity is complex and requires long-term attention but it is essential in the short term that we focus on carbon dioxide and try to end our reliance on fossil fuels.



2. Biodiversity

- We hear this word a lot, what does it mean? Biodiversity or biological diversity refers to all the life on Earth - it refers to all living things, all the insects, birds, mammals, plants, algae, bacteria, everything that is alive. It also includes all the ways in which all of these living things affect and interact with, each other. Humans are part of biodiversity. We are living organisms too and we depend on all the interactions. Without all that biological diversity we would not be able to live on planet Earth.



3. Resource Efficiency (Zero Waste)

- Zero Waste - This would mean that we never throw anything in the rubbish bin that goes to landfill. We would not ever generate any waste. Everything would be re-used or recycled. Organic waste such as vegetable peelings or apple cores will naturally break down in a compost heap or would be processed by soil organisms to make the organic part of the soil which is mixed with the mineral parts made up of sand, silt or clay.
- It would mean that things like computers or mobile phones would be taken apart and the different parts used again to make new phones and computers. Glass containers and jars can be used many times to store other items. Glass can also be melted down and made into new objects endlessly.
- Resources are limited. We live on a planet which has a specific amount of raw materials available. It takes a lot of time and energy to gather together the raw materials to make many of the things we take for granted. Everything we use is a resource.

The supporting documents provide further information on each theme, including links to key strategies, opportunities and ambitions.

The [Workshop Plan](#), [PowerPoint slides](#) and the [Facilitator's script](#) will enable you to explain each theme before the team explores the impacts associated with it.

2.6 Workshop overview

Topic	Timing	Activity	Notes
Welcome and introductions	5 minutes	Team listens and shares	
Optional ice breaker	5 minute	'One World: Three Words' exercise to get people started	
Decarbonisation theme discussion	15 minutes	Discuss team impacts	Actions will emerge while discussing – note them into the plan
Decarbonisation theme action response	15 minutes	Agree actions in response	Clarify all actions and add any new ideas
Biodiversity theme discussion	15 minutes	Discuss team impacts	Actions will emerge while discussing – note them into the plan
Biodiversity theme action response	15 minutes	Agree actions in response	Clarify all actions and add any new ideas
BREAK	5 minutes		
Resource Efficiency (Zero Waste) theme discussion	15 minutes	Discuss team impacts	Actions will emerge while discussing – note them into the plan
Resource Efficiency (Zero Waste) theme action response	15 minutes	Agree actions in response	Clarify all actions and add any new ideas
Review and Confirm	15 minutes	Pay attention to the Opportunities and Ambitions sections	Clarify and add to the opportunities and set clear ambitions for all themes

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3 The Healthy Environment Workshop

3.1 The Healthy Environment Workshop Plan

Part 1. Welcome and Introductions 5 minutes

Use the [PowerPoint slides](#) 1 to 9

Use the [Facilitators Script](#)

Welcome everyone to the session.

Check everyone is familiar with and understands the technology being used.

Check everyone understands why they are taking part in the workshop, explain the aims and objectives of the workshop and the themes being covered, and present the ground rules and principles.

The full suite of SIFT Healthy Environment Workshop resources is available at:

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Part 2. [Optional] Icebreaker Activity 5 minutes

Use Power Point slide 10 to introduce the ice breaker

Explain that you will run a short icebreaker session called **'One World: Three Words'**.

Ask participants to choose three words that best describe their feelings for and relationship with nature.

They can share their answers in the chat feature or on a virtual whiteboard (depending on which online video-conferencing platform you are using). Alternatively, you can go around the group giving everyone one minute to share their answers. You may also want people to explain why they have chosen these words.



Part 3.

Consider, Reflect and Respond

95 minutes (including a 5 minute break)

This session will cover each of the three environmental responsibility themes in turn.



**ALLOCATE 30 MINUTES TO EACH THEME –
15 minutes to discuss, 15 minutes to decide actions**

Use the appropriate Power Point slides to introduce each theme. There is supporting information on each theme in the facilitator's script to help facilitate a group discussion.



The note taker will update the Action Plan Template to capture the discussion around each theme. When all three themes have been covered you will have a completed Action Plan that the team can use in the follow up.

For each theme the group will

- Listen to the facilitator introducing the theme
- Discuss the theme - identify current individual and team activities that have an impact (these could be positive or negative) on the theme
- Identify opportunities to reduce the negative impacts and boost the positive impacts on the environment and translate these into SMART actions (specific, measurable, achievable, relevant and time bound)
- Aim to list at least three actions per theme and note where they link to the five ways of working, where possible
- Identify ambitions the team could achieve in the short, medium and long term



The note taker will update the Action Plan template during the group's discussions for each theme.

Include a five minute break after the second theme, before starting the third theme.

The workshop has been designed to be run with a group of five to six people. For bigger groups see below:

FOR GROUPS BIGGER THAN SIX PEOPLE

If you have a larger group then you will need to split into smaller groups to undertake Part 3 (Consider, Reflect and Respond). You will then need to come back into one group to allow each group to provide feed back. Remain as one group for part 4 (Review and Confirm).

NOTE: If you are a big team then consider splitting everyone into small groups at the start of the workshop, providing them with instructions and a blank action plan template, leaving them to work through the three themes [check in from time to time], and then gathering everyone back to report.

Allow 15 minutes for group discussion per theme, then come back as one big group and use the remaining time to allow the groups to feed back and the note taker to capture the discussion (allow 15 minutes per theme).

Part 4.
Review and Confirm
15 minutes

The note taker and facilitator now take the team through the action plan table, one action at a time. The team checks and agrees the roles, responsibilities, timelines and ultimate goals for each action.

Acknowledge to which of the five ways of working the actions correspond.



Note taker – if you need to make supplementary notes while the group discuss the three themes in the Action Plan table, please use a separate document to capture additional notes and then include them in the Action Plan during or after the workshop session.

Team Leader – Explain that there will be follow up work to ensure there is continuous improvement. The Action Plan will include roles, responsibilities and timescales with deadlines for reporting and completing.

The Action Plan will be shared with the whole team following the session and will be an agenda item at team meetings.

Ideally the workshop will be repeated at least once a year.

Hopefully, you enjoy the workshop!



Canolbwynt Iechyd
a Chynaliadwyedd
Health and
Sustainability Hub

The Health and Sustainability Hub in Public Health Wales, who developed this workshop, would be interested to hear that you have used this resource and to receive your feedback. You can contact them at: publichealth.sustainability@wales.nhs.uk

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Appendices

The full suite of SIFT Healthy Environment Module resources is available at:
<https://phwwhocc.co.uk/resources/sift-hem-sustainability-improvement-for-teams-healthy-environment-module/>

4.1 Introduction

4.2 Action Plan Template – Word

4.3 Action Plan Template – Excel

4.4 Action Plan – Worked Example

4.5 Resources

4.6 Examples and Case Studies

4.7 Public Bodies included in the Well-being of Future Generations (Wales) Act 2015

4.8 Public Authorities included in the Environment (Wales) Act 2016, Section 6 Biodiversity Duty

4.5 Resources

The following resources are suitable for further reading on the topics covered in the workshop.

They would be useful for team participants who would like to learn more following the workshop, or for the facilitator if they would like additional knowledge on any of the topics prior to delivering the workshop.

They are not essential reading: there are 3 videos included in the introduction which are essential to deliver the session.

Background Resources

Theme	Resource	Description	Level of Relevance
For The Whole Team			
Decarbonisation	Climate Change: The Facts with David Attenborough	1 hour TV programme	Essential
Biodiversity	What is Biodiversity?	3 minute video	Essential
Biodiversity	How to Save Our Planet	8 minute video	Essential
For the Team Leader and Facilitator			
General	Well-being of Future Generations (Wales) Act 2015 The Essentials guide 'Megan's Life' animation (5 minute video)	Introduction to WFG Act and the 5 ways of working	Recommended
Decarbonisation	Natural Resources Wales Carbon Positive Project	To show leadership in how public bodies can reduce impact to tackle climate change	Recommended
Decarbonisation	Prosperity for all: A Low Carbon Wales Low Carbon Delivery Plan 2	Welsh Government's plan to transition to a low carbon Wales.	Optional
Decarbonisation	NHS Wales Decarbonisation Strategic Delivery Plan	Welsh Government's plan and targets for NHS Wales to contribute to a 'net zero carbon' public sector by 2030	Optional Advised for Teams in NHS Wales health boards and trusts
Biodiversity	Public Health Wales' 'Making Space for Nature' organisational biodiversity plan	Help nature to flourish An example of an organisation's plan to support nature, which is required under the Environment (Wales) Act	Advised
Biodiversity	Wales Biodiversity Partnership https://www.biodiversitywales.org.uk/Home	Information on Environment (Wales) Act and Section 6 Duty.	Advised
Zero Waste	Towards Zero Waste – One Wales: One Planet (WG) https://gov.wales/sites/default/files/publications/2019-05/towards-zero-waste-our-waste-strategy.pdf	The overarching waste strategy document for Wales	Optional
Zero Waste	Recycle Now https://www.recyclenow.com/reduce-waste	Tips to reduce your waste	Optional
General	'Be the Change' e-guides on small sustainable steps which we can all take in the workplace, across a range of sustainability themes	Published by Public Health Wales' Health and Sustainability Hub	Advised
General	Cynnal Cymru Resources	Guides and case studies	Optional

Additional Resources:

Theme	Resource	Description
Decarbonisation	Energy Saving Trust Energy Guide	Energy Efficiency at home
Decarbonisation	Energy Saving Trust Water Guide	Water Efficiency at home
Decarbonisation	https://www.carbonfootprint.com/ https://footprint.wwf.org.uk/#/ https://carbonindependent.org/	Various Carbon Footprint calculators
Decarbonisation	Sustrans, the National Cycle Network	Sustainable active travel advice. 50% of us live within a mile of a local trail.
Decarbonisation	Love to Ride UK	Promotes Cycle September, includes case studies on cycling to work
Biodiversity	RHS guide for your garden	Encourage wildlife into your garden
Biodiversity	Environment (Wales) Act 2016 FAQ's	Introduction to the Environment (Wales) Act
Biodiversity	Art of the Possible	A Journey to a Resilient Wales
Biodiversity	Bee friendly	An initiative aimed at communities, organisations, schools, public bodies and businesses etc.
Zero Waste	Wales Recycles https://walesrecycles.org.uk	Tips to reduce and recycle your waste
Zero Waste	100 tips to a zero waste home https://zerowastehome.com/tips/	100 tips to a zero waste home
Zero Waste	A beginner's guide	A practical guide to achieving zero waste at home
Zero Waste	Plastic Waste	A 15 min video exploring the different fates of plastic waste
Zero Waste	Wrap UK https://www.wrap.org.uk/	Finding solutions for minimising waste
General	The Art of the Possible https://www.futuregenerations.wales/the-art-of-the-possible/	Examples of work improving well-being in communities across Wales

4.6 Examples and Case Studies

Brecon Beacons National Park Authority Deploying an Electric Vehicle Fleet

- Purchased the first electric vehicle in 2016 – BMW 13 REX, and installed 1 7Kw POD Point charging unit
- Purchased second BMW i3 in 2017 and secured funding to install four 7Kw public chargers at the National Park Visitor Centre, one 22Kw charger at the Wardens Depot and two 7Kw chargers at Craig-Y-Nos Country Park
- Deployed renewables including solar panels and a green energy supply
- Added 3 more electric vehicles in 2019
- In 2021, more than 50% of the pool fleet is electric and there are 16 charge points throughout the park, 7 of which are publicly accessible and supplied by green energy

Caerphilly County Borough Council

- Developed an interactive bee hive house to deliver workshops to raise awareness and understanding of pollinators
- This was a partnership project between Caerphilly CBC, Ynysddu Primary School and the Sirhowy Valley Honeybee Company
- Schools, groups and individuals can book to take part in an interactive workshop to learn about bee keeping, the importance of pollinators and how to support pollinators in their own gardens. They also learn how to extract honey and how the taste of honey changes at different times of the year, depending on the plants the pollen is collected from.
- <https://www.youtube.com/watch?v=10rhsKoMyfA>
- <https://www.youtube.com/watch?v=AKKPvHT5OpY>

Public Health Wales – Sustainability Training Session with Vaccine Preventable Disease Programme

- As a result of the (pre-pandemic) training session the team decided to be more sustainable at their annual Influenza meeting/Welsh Immunisation Conference and not purchase delegate badges (attendees were encouraged to bring their own workplace lanyards)
- They have also endeavoured to implement the PHW guidance for more sustainable catering
- The training received positive comments from attendees, including:

It was really helpful to have a brief update “you think you know the subject and then you realise you don’t”

“The session made me think about work and home commitments to sustainability”

“I really enjoyed the presentation, it made me think about changing to an ethical bank and energy supplier, and to realise that everything from making a cup of tea to buying clothes has an impact on the planet”

4.7 Public Bodies included in the Well-being of Future Generations (Wales) Act 2015 (WFG Act)

The WFG Act includes 44 public bodies:

- Welsh Ministers
- Local Authorities in Wales
- Local Health Boards
- Public Health Wales NHS Trust
- Velindre NHS Trust
- National Park Authorities in Wales
- Welsh Fire and Rescue Authorities
- Natural Resources Wales
- The Higher Education Funding Council for Wales
- The Arts Council of Wales
- Sports Wales
- National Library of Wales
- National Museum of Wales

4.8 Public Authorities included in the Environment (Wales) Act 2016, Section 6 Biodiversity Duty

- Local Authorities in Wales
- Local Health Boards
- Public Health Wales NHS Trust
- Velindre NHS Trust
- National Park Authorities in Wales
- Welsh Fire and Rescue Authorities
- Natural Resources Wales
- The Higher Education Funding Council for Wales
- The Arts Council of Wales
- Sports Wales
- National Library of Wales
- National Museum of Wales
- Associated British Ports