**Making progress towards your well-being objectives**

**Self-reflection tool**

**Future Generations Commissioner for Wales**

**August 2019 version**



**Your details:**

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| **Name of responding organisation** |  |
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| **Name and role of lead contact person** |  |
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| **E-mail address of lead contact person** |  |

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| **Names and roles of team members undertaking completion of this tool** |  |

**Background:**

In 2018/19, the Future Generations Commissioner for Wales trialled a method of monitoring and assessing progress towards the well-being objectives set by public bodies – one of her duties according to the Well-being of Future Generations (Wales) Act 2015. This asked nominated contacts from each public body covered by the Act to submit a completed self-reflection tool form, reflecting the progress they had made during 2017/18 and providing evidence to support this. All 44 public bodies submitted a response and evidence to the self-reflection tool.

Following the trial and feedback from public bodies and related contacts, the Commissioner is providing this revised version of the self-reflection tool as an offer to public bodies. Positive feedback included that the process of completing the self-reflection tool allowed people to bring colleagues together from across the organisation to collectively and honestly understand how the organisation was progressing towards objectives, seeking to maximise contribution to the seven national well-being goals within the Act and use the five ways of working to do so. Some public bodies intend to use this method to put together their annual reports and corporate plans.

The Commissioner found the trial enormously helpful in monitoring and assessing progress, but also in collecting the examples of practice across Wales demonstrating use of the Act.

We advise you use this revised self-reflection tool in any way you find helpful and would be grateful if you could return this document completed, as far as possible, to the Commissioner ([contactus@futuregenerations.wales](mailto:contactus@futuregenerations.wales)) looking at your progress towards your well-being objectives in 2018/19.

**Using this self-reflection tool**

Anybody can use this tool and there are no guidelines on who should submit it from an organisation to the Commissioner.

The Commissioner would recommend involving anyone with an interest in achieving the well-being goals within the area you cover, ensuring those people reflect the diversity of the population.

The tool is presented in two sections:

* Section 1: **Where are we now**: using the format of a ‘journey’, this section is to help you discuss what progress you are making towards your well-being objectives.
* Section 2: **Prompts for reflection:** this section provides questions intended to help you to reflect on what you have learned for moving forward.

This reflection tool will therefore enable you to:

* Reflect on your progress to date against your own well-being objectives.
* Establish an internal benchmark against which to review next and future years’ progress.
* Provide a way of comparing your organisation’s progress with other public sector bodies in Wales and identify which organisations you can learn from and provide lessons to.
* Reflect on the strengths and weaknesses and set out the local lessons for change.

**Resources to help**

The Commissioner has published some resources, which you can use as tools when reflecting on the progress you are making towards your objectives, as a reference point and to give you ideas on what else you could be doing to make progress:

* Achieving the ‘Art of the Possible’: a series of [journeys towards each of the well-being goals](https://futuregenerations.wales/the-art-of-the-possible/) and [‘Involvement’](https://futuregenerations.wales/journey-checker-involvement/).
* Considering future scenarios: a guide for using the International Future Forum’s ‘Three Horizons’ model *(coming soon)*.
* Developing proposals, planning services and making / scrutinising decisions:
  + [Future Generations Framework for Projects;](https://futuregenerations.wales/resources_posts/future-generations-framework/)
  + [Future Generations Framework for Service Design](https://futuregenerations.wales/resources_posts/future-generations-framework-for-service-design/) (produced in collaboration with Welsh Government);
  + [Future Generations Framework for Scrutiny.](https://futuregenerations.wales/resources_posts/future-generations-framework-for-scrutiny/)

**Section 1 – Where are we now? Progress towards objectives**

This first section helps you to consider your organisation’s journey so far towards meeting the well-being objectives that you have set for yourselves. Repeat the table below as many times as needed for each of your objectives.

The terms match the [journeys towards each of the well-being goals](https://futuregenerations.wales/the-art-of-the-possible/), which should provide you with help on assessing your own progress. As a quick guide:

* **‘Getting started’** means this is a new objective or a change in direction for the organisation. This could also mean you have faced challenges or barriers to progress.
* **‘Making simple changes’** should be quick and easy to implement. They’re often actions that are ‘low hanging fruit’, that have been tested by others and have a low risk of failure. They mobilise and involve people, aligning the agendas of different departments. In 2018, the Commissioner published some examples of the ‘simple changes’ some public bodies are already making in taking steps to meet their well-being objectives and maximise contribution to the national well-being goals: <https://futuregenerations.wales/the-art-of-the-possible/>
* **‘Being more adventurous’** involves stepping out of a ‘business as usual’ mindset and acting to change how things are currently done. Signalling early progress to wider change, this might involve a change in strategy or team approach to doing something and could involve more departments and organisations than a ‘simple change’.
* **‘Owning our ambition’** can be a similar stage to ‘being more adventurous’ with initiatives developing and more people becoming involved. The organisation will be taking more well-managed risks, reaching out to other sectors to make progress and collaborating on funding or staffing. The organisation defines its approach as ambitious and staff feel empowered to work across sectors and influence change.
* Those that are **‘Leading the way’** may be the first people or organisation to be taking these actions and are a guide for others to follow. This is a systemic, transformational change to how things have always been done and will require reallocating resources, time to put the changes in place and collaboration with other bodies. Actions are innovative, inspirational and collaborative, putting the Act into practice across larger portfolios to achieve the Wales we want. This way of working becomes embedded in the organisation and good practice is shared with others.

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| **Well-being Objectives** | ***Getting started*** | ***Making simple changes*** | ***Being more adventurous*** | ***Owning our ambition*** | ***Leading the way*** |
| ***Our objective 1 is:***  *Write your organisation’s well-being objective here and rate your progress to the right.* |  |  |  |  |  |
| ***New elements -*** *the new steps we have taken in the last 12 months are:* | **New steps we have taken this year:** | | | | |
| ***Links to relevant information –*** *provide weblinks, links to media content, testimonials or bullet points to evidence of progress.* | **Your evidence here:** | | | | |
| ***How are you using the five ways of working to progress this objective?***  *Provide a link or reflect this here:*  *You may wish to refer to the* [*Future Generations Frameworks*](https://futuregenerations.wales/resources_posts/) | **Long term:**  **Prevention:**  **Integration:**  **Involvement:**  **Collaboration:** | | | | |
| ***Summary –*** *your key points on the stage reached in the journey and future direction of travel.* | **Your summary here:** | | | | |

**Section 2 – Prompts for reflection**

1. Have your well-being objectives changed during 2018/19?

If so, tell us why you changed your objectives and the tasks you went through to change them. Provide the main points below or provide a link to where this is explained elsewhere.

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1. Are your well-being objectives the same as your corporate priorities?

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1. To what degree are you content with the pace of change you have achieved in making progress with your objectives this year?

For example, how much do you feel you have progressed since last year? Are you where you expected to be? What more might you need to do to accelerate change? Are you progressing equally against all objectives?

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1. How do you define and take account of the long-term impact of the decisions you have been making?

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1. Are you doing anything else, besides working towards your well-being objectives, to achieve the seven national well-being goals?

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1. Can you highlight what you’re doing differently because of the Act?

These can be projects, programmes, case studies, ideas and / or new insight, decisions, plans. If not, reflect on what’s stopping you.

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1. What do you believe are your organisation’s main strengths and successes in relation to the Act? What has helped you achieve these?

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1. What are the main challenges or barriers to making progress towards meeting your well-being objectives? What is required to help overcome them?

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1. What examples of practice are you most proud of?

These can be projects, programmes, case studies, ideas and / or new insight, decisions, plans. Please include web links or access to more information, if available.

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Annual reports must outline how the seven corporate areas of change have begun to adapt their ways of working, describing how decisions have been affected by applying the Act, providing examples of what you’re doing differently and what you’re planning to do next. The seven corporate areas of change are set out in the guidance of the Act as:

* Corporate Planning
* Financial Planning
* Workforce Planning
* Procurement
* Assets
* Risk Management
* Performance Management

1. Has progress been uniform across each corporate area of change, or have you focussed more on one / several of them? Will the focus change in the coming years?

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1. If your organisation covers a broad geographical area:
   1. How do you recognise and reflect geographical differences in delivering your objectives?
   2. Are there specific comments you’d like to make about differences across regions or nationally across Wales?
   3. Are there particular case studies you’d like to put forward, or barriers you have identified?

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1. Are there any further observations or messages to the Commissioner you would like to make about reflecting on your progress that don’t fit into other sections of this tool?

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**Future Generations Report 2020**

The Commissioner will publish the first Future Generations Report in May 2020. The main purpose of the report is to provide the Commissioner’s assessment of the improvements public bodies should make in order to set and meet well-being objectives in accordance with the sustainable development principle. The Commissioner also intends to focus her recommendations on the issues which matter the most to the people of Wales and to future generations.

We would like to involve you in the production of the report and your networks. Please see <https://futuregenerations.wales/work/our-future-wales/> for opportunities to be involved and answer the questions below:

1. What is your organisation most concerned about:

a) now? and

b) thinking ahead to the future?

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c) Do these things relate to any of the categories below? (highlight one or more)

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| Biodiversity and nature | Mental Health | Arts |
| Climate Change | Physical Health | Culture |
| Agriculture | Sports and Recreation | Equality |
| Waste and Recycling | Transport | Poverty |
| Water and Air Quality | Planning | Volunteering |
| Jobs | Housing | Communities |
| Business | Infrastructure | International |
| Education and Skills | Procurement | Relationships |
| Welsh Language | Politics | Other |

d) Thinking to the future, what difference would you like to see? And, do you currently have solutions to these situations?

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**Thank you for taking the time to complete this self-reflection tool.**

**Please share it with the Future Generations Commissioner for Wales by e-mailing a copy to** [**contactus@futuregenerations.wales**](mailto:contactus@futuregenerations.wales)

**We would also welcome your feedback on the tool.**