

Local Strategic Engagement Project

Operational action checklist



Action	Date	Signature
Investigate		
Know the arrangements for the commissioning and governance of housing related support in the locality and any changes planned.		
Know who the portfolio holder is in the local cabinet that oversees housing related support and make contact with them		
Know the local authority meetings where decisions are made about housing related support, who attends the meetings and their contact details and how to get papers and questions raised		
Research the web based resources on the LSP and their thematic groups		
Know what the Compact principles are and lobby for adherence via representation on local decision making structures		
Skilled and knowledgeable staff		
All staff in organisation understand how strategic decisions are made in their locality and their role identifying opportunities and participating in engagement and influence		
Local strategic engagement is included in competencies for all staff and included in support and supervision of staff. Skills gaps in this area is addressed in training and induction systems		
A local strategic engagement champion is appointed or a member of staff (strategic, operational and frontline) with this specialism		
There are systems in place to ensure that intelligence garnered is shared e.g. agenda item in team meetings, email briefings, folder with shared access for meeting papers		
Ensure front line staff empower service users to participate in opportunities to talk to commissioners and those making strategic decision about services and are participating members of the electorate, for example, registered to vote, know who their MP and councillor are and how to contact them		
Relationship building		
Establish contact in Supporting People team of the local authority personnel responsible for commissioning housing related support		
Play an active part in the identification of need, commissioning and review of housing related support services including any consultation/representation opportunities		
Know and have agreed contact with the individuals/bodies who represent housing related support providers within local authority structures Commissioning Bodies, core strategy groups or in the LSP/thematic		
Representatives on strategic decision making structures have a clear remit and are provided with information about the value of the service when required		
Make contact with elected members from the ward or those with an interest or responsibility to housing related support. Ask elected members about becoming more involved with the scheme, joining board/committee attending function etc		
Use opportunities such as elections to capitalise on those seeking electorate interest e.g. by inviting potential members MPs to services to meet users		
Information		
Collect information about the characteristics of service users in receipt of a service, any service users needs that are unmet and any service users that cannot be provided with a service to ensure that Commissioners are able to plan to meet existing and future housing related support need		

Collect both quantitative and qualitative information about the benefits of your service for individual, for commissioners and the community		
Identify how the service contributes to national initiatives and the local and national indicators prioritised by the LSP and in the LAA		
Collaborative working		
Send personnel to provider forum who understand their role and can make decisions regarding the involvement and resources the organisation can devote to collective representation and working		
Ensure those staff members attending provider fora feed back information and action required		