

Local Strategic Engagement Project

Frontline action checklist



Action	Date	Signature
Skilled and competent staff		
Understand how decisions are made in the locality where you are delivering services		
Identify what your role is in engaging with local decision making structures and what competencies you need to fulfil this role		
Be prepared to be a lead/champion on strategic engagement if required		
Attend training on LSPs and LAAs		
Information		
Ensure any information required is collected about the service you provide and any unmet needs of people who cannot access your service or people in your service who have additional needs the community has no resources to meet		
Identify who the Councillors are for the ward where services are located		
Find out who the local MP is for the constituency where services are located		
Prepare real life examples of where services have changed individuals lives		
Read the local papers and think about opportunities where services can be promoted or service users can participate in community events, for example, Britain in Bloom best garden award		
Empowered service users		
Ensure service users know how to register to vote		
Let service users know who their elected member is and how they can contact them		
Support service users in attending opportunities to influence decision making on services, for example, expert working panel, service user fora		
Support service users in inviting those with political influence or those who are responsible for decisions making to the service to meet with them		
Invite Councillors/strategic decision makers to events for example award events barbeques, garden parties etc		
Collaborate		
If you are responsible for attending the provider fora ensure you understand your remit, what resources your organisation can commit and how to disseminate information you get.		