**Planning and preparation**

**Checklist: Identifying stakeholders**

One of the key factors that contribute towards the success of private rented sector access schemes is effective partnership working within strong local networks**.** It is important that schemes take time to build relationships with relevant departments and agencies.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency/department** | **Contact made?** | **Named contact** | **Contact details** | **Partnership arrangements** | **Stakeholder group member** |
| Housing benefit department | YES [ ]  NO [ ]  |  |  |  |  |
| Job Centre  | YES [ ]  NO [ ]  |  |  |  |  |
| Strategic housing department | YES [ ]  NO [ ]  |  |  |  |  |
| Housing Options / Homelessness department | YES [ ]  NO [ ]  |  |  |  |  |
| **Agency/department** | **Contact made?** | **Named contact** | **Contact details** | **Partnership arrangements** | **Stakeholder group member** |
| Local housing association | YES [ ]  NO [ ]  |  |  |  |  |
| Student accommodation office  | YES [ ]  NO [ ]  |  |  |  |  |
| **Agency/department** | **Contact made?** | **Named contact** | **Contact details** | **Partnership arrangements** | **Stakeholder group member** |
| Environmental health | YES [ ]  NO [ ]  |  |  |  |  |
| Social services | YES [ ]  NO [ ]  |  |  |  |  |
| Probation | YES [ ]  NO [ ]  |  |  |  |  |
| Health authority | YES [ ]  NO [ ]  |  |  |  |  |
| Drug and alcohol action teams | YES [ ]  NO [ ]  |  |  |  |  |
| **Agency/department** | **Contact made?** | **Named contact** | **Contact details** | **Partnership arrangements** | **Stakeholder group member** |
| Landlord associations and accreditation scheme | YES [ ]  NO [ ]  |  |  |  |  |
| Neighbouring borough 1 | YES [ ]  NO [ ]  |  |  |  |  |
| Neighouring borough 2 | YES [ ]  NO [ ]  |  |  |  |  |
| Neighouring borough 3 | YES [ ]  NO [ ]  |  |  |  |  |
| Letting agency 1 | YES [ ]  NO [ ]  |  |  |  |  |
| **Agency/department** | **Contact made?** | **Named contact** | **Contact details** | **Partnership arrangements** | **Stakeholder group member** |
| Letting agency 2 | YES [ ]  NO [ ]  |  |  |  |  |
| Referral agency 1 (e.g. local hostel) | YES [ ]  NO [ ]  |  |  |  |  |
| Referral agency 1 (e.g. multi-agency panel) | YES [ ]  NO [ ]  |  |  |  |  |
| Insert here (need to hyper link) | YES [ ]  NO [ ]  |  |  |  |  |