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## STAKEHOLDER CONSULTATION RECORD TEMPLATE

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<b>Date</b>	
<b>Time</b>	
<b>Location</b>	
<b>Facilitator</b>	
<b>Stakeholders</b>	
<b>Objectives</b>	
<b>Discussion Points</b>	
<b>Feedback / Concerns / Issues</b>	
<b>Impact Level</b>	
<b>Actions</b>	
<b>Responsible</b>	
<b>Timeline</b>	
<b>Status</b>	
<b>Next Steps</b>	
<b>Notes</b>	

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## Usage Instructions

**1. Consultation Details:**

Enter the date, time, location, and name of the facilitator conducting the consultation.

**2. Stakeholders Consulted:**

List the names or roles of stakeholders present.

**3. Objectives & Key Discussion Points:**

Specify the consultation goals and summarise the main topics discussed.

**4. Stakeholder Feedback & Concerns:**

Capture feedback from stakeholders and note any concerns or issues raised, along with their impact level.

**5. Actions & Responsibilities:**

Record agreed actions, assign responsibility, and outline timelines.

**6. Next Steps & Additional Notes:**

Detail follow-up actions and include any extra observations.