Consultation Checklist: Who, How, When, What, and Evidence

1. WHO to Consult

- ☐ Have you identified all individuals or groups who may be affected?
- ☐ Have you given extra attention to those who may lose an existing benefit?

2. HOW to Consult

- ☐ Have you used direct methods (e.g., hand-delivered letters, phone calls, personal visits) for those most affected?
- ☐ Have you supported this with public notices (e.g., posters, press releases)?
- ☐ Are online tools (e.g., surveys, websites) used only as additional support, not the main method?
- ☐ Have you involved partner organizations (e.g., health services, charities) and sought their input?

3. WHEN to Consult

- ☐ Is the consultation happening early, while proposals are still being shaped?
- ☐ Have you given people enough time to understand, reflect, and respond?
- ☐ Will the feedback be genuinely considered in the final decision?
- ☐ Is there a briefing document to show how consultation influenced the outcome?

4. WHAT to Share

- ☐ Have you clearly explained the proposal?
- ☐ Have you included realistic alternatives?
- ☐ Have you explained why the preferred option is being considered?
- ☐ Have you provided enough detail for people to give an informed response?

5. EVIDENCE-BASED ANALYSIS

- ☐ Is there a clear method for collecting and analyzing responses?
- ☐ Are all responses being fairly represented (no cherry-picking)?
- ☐ Are conclusions backed by reliable data (e.g., government statistics)?
- ☐ Are any assumptions explained and supported by evidence?