

**Confidential Discussion Record – Supporting Colleagues experiencing the menopause**

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| **Date of discussion:** |
| **Those present at meeting:** |
| **Summary of discussions:** |
| **Agreed action points/reasonable adjustments:** |

**Date of next review meeting………………………………………………………………………..**

**Signed (Colleague): ………………………………………………………………………………….**

**Signed (Manager):…………………………………………………………………………………….**