

COLWICH PARISH COUNCIL



PD117 MENOPAUSE POLICY

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MENOPAUSE POLICY

Menopause Policy – PD117

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	October 2021

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Revision History

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MENOPAUSE POLICY

1 POLICY STATEMENT

- 1.1** Menopause is the time in a menstruator's life when menstruation periods permanently stop. The purpose of this policy is to help create an open and honest workplace where managers and officials can discuss any issues associated with the menopause, and to make sure the necessary support is known and offered to officials when they need it.

2 EFFECTS OF MENOPAUSE

- 2.1** Physical symptoms of the menopause can include:
- 2.1.1** hot flushes
 - 2.1.2** insomnia
 - 2.1.3** fatigue
 - 2.1.4** poor concentration
 - 2.1.5** headaches
 - 2.1.6** skin irritation
 - 2.1.7** urinary problems.
- 2.2** As a result of the above, or as an extension of the hormone imbalance, individuals going through menopause can also experience psychological difficulties, including:
- 2.2.1** depression
 - 2.2.2** anxiety
 - 2.2.3** panic attacks
 - 2.2.4** mood swings
 - 2.2.5** irritability
 - 2.2.6** problems with memory
 - 2.2.7** loss of confidence.
- 2.3** It's also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which can cause problems at work. These include nausea, headaches and leg cramps.

3 COMMUNICAITON

- 3.1** It's important that officials' prioritise personal health and wellbeing. If officials are struggling with any aspect of their role because of symptoms associated with the menopause, they shall report any concerns they may have to the Chief Officer, who shall treat the matter with complete confidence. To make sure the Council can give officials the best support possible the Council encourages officials to be open and honest in these conversations.
- 3.2** Alternatively, the Chief Officer may start a discussion with an official if they notice a change in their behaviour or performance. Colwich Parish Council (the Council) understands that officials may feel uncomfortable talking about personal information. If this is the case, the official may wish to consider discussing their situation with the Chairman of the Council and/or the Council's Employment Committee. During any discussions, the Council shall consider the official's situation and evaluate if any adjustments can be made. The official's individual needs shall be addressed sensitively, and everything shall remain confidential. The Council

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shall also arrange follow up sessions to evaluate the effectiveness of any adjustments put in place.

4. MAKING ADJUSTMENTS TO YOUR ROLE

- 4.1** In order to assist officials in daily duties, the Council shall explore making adjustments to their role or working environment with the aim of reducing the effect that the menopause is having. Risk assessments shall be undertaken to identify potential issues, but the Council acknowledges that menopause affects individuals in different ways, so no adjustment shall be made without fully discussing it with the official first. Examples of adjustments include:
- 4.1.1** changing working location to be closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light.
 - 4.1.2** allowing changes to rules on work wear.
 - 4.1.3** implementing further temperature control, such as access to a fan.
 - 4.1.4** assessing how work is allocated and whether the official is affected at particular points of the day.
 - 4.1.5** allowing additional rest breaks.
 - 4.1.6** considering flexible working hours or allowing working from home.
- 4.2** Once the adjustments are agreed, they shall be reviewed on an ongoing basis to ensure they are having the required effect.
- 4.3** The Council recognises it has a legal obligation under the Equality Act 2010 to make reasonable adjustments to an officials' role or working conditions if they have a disability that puts them at a disadvantage when performing their role, and we shall ensure compliance with our obligations in this regard.

5 TRAINING

- 5.1** The Council shall ensure that all levels of management are trained on the effects of menopause, how to hold discussions with officials who are experiencing menopause, and adjustments that can be made to an officials' role in order to remove or lessen any effects the officials is experiencing.

6 BEHAVIOUR OF OTHERS

- 6.1** There is an expectation on all officials, and Councillors, to conduct themselves in a helpful and open-minded manner towards colleagues.
- 6.2** The Council maintains a zero-tolerance approach to bullying and harassment and shall treat any and all complaints seriously (See PD123 Bullying and Harassment and PD020 Anti-Sexual Harassment).
- 6.3** If the official feels that they've been mistreated in any way by a colleague, or Councillor, because of matters related to the menopause, they should make their concerns known to the Chief Officer and/or the Chairman of the Council and Chairman of the Employment Committee.

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SIGNED	
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	