

COLWICH PARISH COUNCIL



PD121 MENOPAUSE POLICY

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Parish Centre, St. Mary's Road, Little Haywood, Staffordshire, ST18 0TX
Telephone: 01889-882665.
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MENOPAUSE POLICY

Menopause Policy – PD121

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	October 2021

This document version was reviewed by:

Employment Committee		October 2023
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This document version was approved by:

Full Council		October 2023
Chairman of Council		W Plant

Document Review Schedule:

Next Mandatory Review by:	December 2024
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Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed
1	11/2021	PD121-01	Initial Issue	NA
2	10/2022	PD121-02	Annual review	None
3	12/2023	PD121-03	Annual review	None

MENOPAUSE POLICY

Contents

1	Policy Statement	4
2	Effects of Menopause	4
3	Communication	4
4	Making adjustments to your role	5
5	Training	5
6	Behaviour of others	5

MENOPAUSE POLICY

1. POLICY STATEMENT

- 1 Menopause is the time in a menstruator's life when menstruation periods permanently stop. The purpose of this policy is to help you create an open and honest workplace where managers and employees can discuss any issues associated with the menopause, and to make sure the necessary support is known and offered to employees 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, as an employee, you prioritise your personal health and wellbeing. If you're struggling with any aspect of your role because of symptoms associated with the menopause, you should report any concerns you may have to the Clerk, who will treat the matter with complete confidence. To make sure we can give you the best support possible we encourage you to be open and honest in these conversations.
- 3.2 Alternatively, the Clerk may start a discussion with you if they notice a change in your behaviour or performance. We understand that you may feel uncomfortable talking about personal information. If this is the case you may wish to consider discussing your situation with the Chairman of the Council and/or Employment

MENOPAUSE POLICY

Committee. During any discussions, the Council will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively, and everything will remain confidential. The Council will 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 you in your daily duties, the Council will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be undertaken to identify potential issues, but we acknowledge that menopause affects individuals in different ways, so no adjustment will be made without fully discussing it with you first. Examples of adjustments include:

- 4.1.1** changing your working location so you are 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 our normal 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 you're affected at particular points of the day;
- 4.1.5** allowing additional rest breaks; or
- 4.1.6** considering flexible working hours or allowing you to work from home.

4.2 Once the adjustments are agreed, they will 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 employee's role or working conditions if they have a disability that puts them at a disadvantage when performing their role, and we will ensure compliance with our obligations in this regard.

5. TRAINING.

5.1 The Council will ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause, and adjustments that can be made to an employee's role in order to remove or lessen any effects the employee 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 will treat any and all complaints seriously (See PD116 Bullying and Harrassment).

6.3 If you feel that you've been mistreated in any way by a colleague, or Councillor, because of matters related to the menopause, please make your concerns known to

MENOPAUSE POLICY

the Clerk and/or the Chairman of the Council and Chairman of the Employment Committee.

SIGNED	
COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN	