



# Wheatley Parish Council Menopause Policy

## Draft (for consideration 02.09.2024)

### **Purpose and scope**

Menopause is a normal part of every woman's life. This policy recognises that the menopause is an equality and occupational health and safety issue where women may need appropriate flexibility, support and adjustments during the period before, during and after the menopause.

WPC will treat all individuals with dignity and respect during this time and ensure that the workplace does not exasperate symptoms. WPC promotes an open and honest environment where women can discuss menopausal symptoms without embarrassment and are able to seek support and adjustments, to create a safe working environment for all. For this reason, this policy is an issue for men and women and covers all employees, councillors and volunteers, to ensure WPC manages menopausal symptoms at work.

### **Legislation**

The Health and Safety at Work Act 1972 places a responsibility on employers to ensure the health, safety and welfare of all employees<sup>1</sup>.

The Management of Health and Safety at Work Regulations 1999 places a responsibility on employers to undertake general risk assessments, which should include specific risks to menopausal women.

The Equality Act 2010 prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age, disability and conditions of the menopause may meet the definition of an 'impairment' under the Equality Act, requiring reasonable adjustments.

### **Policy**

WPC will seek to educate and inform staff and councillors on how the menopause can affect women and how they can support women experiencing symptoms.

Risk assessments undertaken will consider the specific needs of menopausal women, consulting with all parties. Considerations may include, but not be restricted to, room temperature and ventilation, access to facilities and changes to workplace policies and procedures. Adjustments, if necessary, should not make any symptoms worse and permissions granted to attend menopause related medical appointments

Practical interventions may also bring benefits to other staff, councillors or volunteers.

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<sup>1</sup> The term employees cover all paid staff and volunteers inc. councillors

## Roles and responsibilities

Everyone who works at WPC, have a role to play in ensure comfortable working conditions for all, including women experiencing the menopause including:

- Taking responsibility for looking after their health
- Listen, be open and honest in conversations with line managers and support team
- Contributing to a healthy and respectful working environment
- Be willing to help and support colleagues
- Accepting and supporting any adjustments implemented or support received as a result of menopausal symptoms.

Those with line managerial responsibilities should:

- Familiarise themselves with this and other HR policies and legislation
- Be aware of the potential impact the menopause and its symptoms may have on performance.
- Provide a safe space for staff to discuss their symptoms and situation
- Be ready and willing to listen
- Record, review implement adjustments agreed
- Ensure adjustments are adhered to and reviewed

Where adjustments prove unsuccessful or where symptoms become excessive WTC may

- Discuss with the employee a referral to an external occupational health advisor for further advice
- Review this advice and implement any additional recommendations
- Update risk assessments/action plans accordingly

This is a non-contractual procedure which will be reviewed from time to time.

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