

Broadclyst Parish Council Menopause Support Policy

1. Purpose

Broadclyst Parish Council recognises that menopause can have a significant impact on health, confidence and wellbeing at work.

This policy sets out how the Council will:

- Provide a supportive working environment
- Promote understanding and awareness
- Consider reasonable adjustments where appropriate
- Ensure fair and respectful treatment of staff

The Council aims to retain experienced staff and promote a healthy workplace culture.

2. Scope

This policy applies to:

- All employees
- Councillors where appropriate in their employer role

It covers perimenopause, menopause and post-menopause.

3. Legal Framework

The Council recognises its duties under:

- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974

Although menopause is not a protected characteristic on its own, symptoms may amount to a disability. They may also relate to sex or age discrimination protections.

The Council will consider reasonable adjustments where required.

4. Symptoms

Symptoms vary and may include:

- Hot flushes
- Fatigue
- Sleep disturbance
- Anxiety or low mood
- Difficulty concentrating
- Headaches
- Raised blood pressure

Not everyone will experience symptoms in the same way.

5. Roles and Responsibilities

5.1. The Council

The Council will:

- Promote a culture of openness and respect
- Consider reasonable and proportionate adjustments
- Maintain confidentiality
- Review wellbeing measures periodically

5.2. Managers

Managers will:

- Listen sensitively
- Hold welfare meetings where appropriate
- Agree and review adjustments
- Avoid discriminatory treatment

5.3. Menopause Champion

The Council has appointed a Menopause Champion to:

- Provide informal support
- Signpost to reliable information such as NHS resources
- Promote awareness internally

The Champion is not a medical adviser.

5.4. Employees

Employees are encouraged to:

- Raise concerns early where possible
- Engage in discussions about support
- Seek medical advice where needed

6. Reasonable Adjustments

Adjustments will depend on individual needs and service requirements. They may include:

- Flexible start or finish times
- Temporary reduction in hours
- Additional rest breaks
- Home working where appropriate
- Adjustments to workload or deadlines
- Temporary changes to outdoor duties
- Access to a desk fan or temperature control
- Time off for medical appointments

Adjustments will be:

- Proportionate
- Operationally manageable
- Reviewed regularly

7. Sickness Absence

Menopause-related absence will be managed sensitively and in line with the Council's Sickness Absence Policy.

The Council will consider whether absence triggers should be adjusted where appropriate.

8. Confidentiality

All discussions will be treated as confidential and handled in accordance with data protection requirements.

9. Monitoring and Review

This policy will be reviewed every three years or sooner if required.

Wellbeing will remain under periodic review in line with Council strategy and staffing capacity.

Adopted by Broadclyst Parish Council:

Date:

Review date: