

CEREDIGION COUNTY COUNCIL

Report to:	Cabinet
Date of meeting:	5 September 2023
Title:	Menopause Policy
Purpose of the report:	To approve the Menopause Policy for implementation
For:	Decision
Cabinet Portfolio and Cabinet Member:	Cllr Bryan Davies, Leader of the Council and Cabinet Member for Democratic Services, Policy, Performance and People and Organisation

BACKGROUND

Ceredigion County Council is committed to providing an inclusive and supportive working environment, where everyone is treated fairly with dignity and respect in their working environment. It is also committed to the health, safety and wellbeing of the whole workforce.

Menopause is a natural part of ageing, commonly known as ‘the change’, and it refers to the point in time when periods have ceased for 12 months. It is not always an easy transition but with the right support it can be much better. Whilst not everyone going through the menopause suffer with symptoms, supporting those who do will improve their experience at work.

It is estimated that in the UK around 1 in 3 people are either currently going through or have reached the menopause. Ceredigion County Council data in October 2022 records the corporate workforce (excluding schools) as 66.1% (1,355) female, 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing the perimenopause or have reached menopause. It is therefore important that we consider the needs of this group and proactively manage an age diverse workforce.

MENOPAUSE POLICY

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The policy aims to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council’s policy and practices, supported by Human Resources (HR) and the Employee Health & Wellbeing Officer.

- Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Assure employees that we are a responsible employer, committed to supporting their needs during menopause.

The policy sets out the roles and responsibilities of those involved in supporting affected employees within the workplace. It gives an overview of menopausal symptoms, their effect and offers guidance to employees and line managers of the support and information available to help them deal with the issues arising from the menopause.

The policy, if agreed, will be supported with further information and guidance on both the employee areas of CeriNet and practical help for managers on the CeriNet managers' toolkit.

The People & Organisation Service will also provide further support for those experiencing menopausal symptoms by:

1. Providing a menopause café where employees can meet and gain mutual support and information. These sessions will be supported by the Employee Health & Wellbeing Officer.
2. Provide menopause awareness training for Managers.

Has an Integrated Impact Assessment been completed? If, not, please state why Yes

Summary:

Long term:

A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.

Collaboration:

Our trade union partners have been heavily involved in the development of this policy.

Wellbeing of Future Generations:

Involvement:

Key stakeholders have been involved in the development of this policy.

Prevention:

A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.

Integration:

The support and training will also be provided to colleagues and line

managers of employees with menopause symptoms to raise awareness of the impact of the symptoms on the employee.

Recommendation(s):	To approve the attached Menopause Policy.
Reasons for decision:	To support employees experiencing menopausal symptoms and their managers in tackling the occupational aspects of this natural process.
Overview and Scrutiny:	Corporate Resources Overview and Scrutiny, 19 July 2023
Policy Framework:	Employee Health & Wellbeing Strategy
Corporate Well-being Objectives:	Boosting the economy, supporting businesses and enabling employment Creating caring and healthy communities
Finance and Procurement implications:	None
Legal Implications:	None
Staffing implications:	None
Property / asset implications:	None
Risk(s):	None
Statutory Powers:	None
Background Papers:	None
Appendices:	Appendix A- Menopause Policy
Corporate Lead Officer:	Geraint Edwards, Corporate Lead Officer: People & Organisation
Reporting Officer:	Geraint Edwards
Date:	01/08/2023



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

DRAFT

Menopause Policy



Contents

1. Introduction.....	3
2. Aims	3
3. Roles and responsibilities	4
4. Definitions	5
5. Overview	6
6. Access to support and key actions	5
7. General guidance for employees	8
8. Guidance for managers	8

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1. Introduction

Ceredigion County Council is committed to providing an inclusive and supportive working environment, where everyone is treated fairly and with dignity and respect. It is also committed to the health, safety and wellbeing of the whole workforce.

This policy uses gender neutral language in order to ensure it is inclusive for everyone who could experience menopause symptoms.

Up to a third of those going through the menopause will experience severe menopausal symptoms that can impact on their quality of life. Menopausal symptoms are caused by oestrogen fluctuations, this means that these symptoms can also affect trans men and non-binary people.

Menopause, commonly known as 'the change', is a natural part of the ageing process due to the lowering of hormones which ultimately leads to a point when periods have ceased. It is not always an easy transition but with the right support, it can be much better. Whilst some people do not suffer with symptoms, supporting those who do will improve their experience at work.

Menopause is not a widely discussed subject and can be misunderstood. Our aim is for everyone to understand what menopause is, and to be able to talk about it openly and without embarrassment. This is an issue for everyone, not just those experiencing symptoms.

The Council is mindful that some symptoms of the menopause may meet the definition of 'impairment' under the Equality Act (2010). It is important therefore to consider reasonable steps to address any specific risks.

Experiences and perceptions of the menopause may also differ in relation to disability, age, race, religion, sexual orientation or marital/civil partnership status. It is important to recognise that for many reasons, a person's individual experience of the menopause may differ greatly.

This policy sets out the guidelines and assistance available for employees and managers on providing the right support to manage menopausal symptoms at work. It is not contractual and does not form part of the terms and conditions of employment. If, however, the Council wishes to amend the Menopause Policy, employees will be consulted on proposed changes via the recognised Trade Unions.

2. Aims

The aims of this policy are to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices, supported by Human Resources (HR) and the Employee Health & Wellbeing Officer.

- Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Ensure that we are a responsible employer, committed to supporting people experiencing menopause symptoms.

3. Roles and responsibilities

Employees

- Personal responsibility to look after their health.
- Be open and honest in conversations with their manager.
- If a member of staff is unable to speak to their line manager for any reason they can speak to HR (humanresources@ceredigion.gov.uk), the Employee Health & Wellbeing Officer (healthandwellbeing@ceredigion.gov.uk) or their Trade Union representative.
- Employees affected by the menopause are encouraged to seek support through their GP, occupational health and other external organisations.
- Employees experiencing symptoms of the menopause can access the Council's Menopause café (support group).
- Contributing to a respectful and productive working environment.
- Be willing to help and support their colleagues.
- Understand any necessary adaptations their colleagues are receiving as a result of their menopausal symptoms.

Line Managers

- Familiarise themselves with the Menopause Policy and Managers Guidance on CeriNet; attend training and advice sessions as appropriate.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally.
- Use the guidance, signposting and reviewing together with the employee, before agreeing with the individual how best they can be supported, and any adaptations required.
- Record adaptations agreed, and actions to be implemented and ensure adherence to these.
- Ensure ongoing dialogue and plan review dates.
- Where adaptations are unsuccessful, or if symptoms are proving more problematic, the Line Manager may discuss with HR a referral to Occupational Health for further advice.

Employee Health & Wellbeing Officer

- Provide holistic and up to date advice and guidance on whether or not menopause may be contributing to symptoms/wellbeing.
- Signpost appropriate sources of help and advice to employees and managers.

- Provide support and advice to HR and Line Managers in determining and agreeing adaptations, if required.
- Monitor referrals due to menopause symptoms, and provide additional signposting, where required.
- Review and update the information and advice available on CeriNet and other internal sources.
- Deliver appropriate training and support sessions e.g., Menopause Awareness and Menopause Cafe

Human Resources (HR)

- Offer guidance to managers on the interpretation of this Policy and guidance information.
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.

4. Definitions

In this policy the word 'menopause' is used to cover symptoms experienced during perimenopause, menopause and post menopause.

Perimenopause:

The period of hormonal change leading up to the menopause. This is a time when symptoms may start to appear, and periods may become irregular or heavy. The perimenopause can often last for four to five years, although for some people it may continue for many more years and for others, last just a few months.

Menopause:

The biological stage when menstruation stops and natural reproductive life ends. In a 'natural' menopause the ovaries stop producing eggs and hormones fall below certain levels. The average age for a person to naturally reach menopause is 51.

Medical or Surgical Menopause

A medical or surgical menopause can occur suddenly at any age when the ovaries are damaged by a health condition or specific treatments such as chemotherapy, radiotherapy or surgery.

Post Menopause:

This is the time after menopause has occurred, starting when a person has not had a period for twelve consecutive months.

Trans Man

A person who was registered as female at birth but who lives and identifies as a man, known as a transgender man.

Non-binary

A gender identity that does not conform to traditional binary beliefs about gender, which indicate that all individuals are exclusively either male or female.

5. Overview

The menopause is a natural part of ageing. According to the NHS, symptoms often continue for 4 years post menopause, but around 10% will continue to experience symptoms for up to 12 years.

It is usually a natural process involving gradual change, however sometimes it can be sudden and acute.

Menopausal symptoms are varied and can include but are not limited to:

- Hot flushes, palpitations, night sweats, insomnia and sleep disturbances,
- fatigue, poor concentration.
- headaches, joint aches, skin irritation and dryness, increased perspiration during the day, dry eyes, hair loss.
- urinary problems, irregular and/or heavy, painful periods.
- depression, anxiety, panic attacks, poor concentration, changes to mood, problems with memory, loss of confidence.

Not everyone will experience all symptoms and they may not occur continuously, however around 30-60% will experience intermittent physical and/or psychological symptoms during the menopause.

These symptoms can adversely affect the quality of both personal and working life. At work, they can cause embarrassment, diminish confidence and can be stressful to deal with.

Hormonal changes associated with the menopause can also affect future health as well as experience of menopausal symptoms. Some people require medical advice and treatment such as Hormone Replacement Therapy (HRT). Seeking medical advice about menopause related symptoms may mean time off work for medical appointments and/or treatment. HRT can benefit some people e.g., by helping to reduce risks of osteoporosis in high-risk groups. HRT is not suitable for everyone, and medical advice and supervision is essential.

People can be affected in different ways but workplace factors that can make working life difficult are:

- Lack of awareness of the menopause.
- Lack of management training on the menopause.
- Lack of suitable risk assessments.
- Poor ventilation and air quality.
- Inadequate access to drinking water.
- Inadequate toilet access and inflexible break times.
- Negative or unsympathetic attitudes from line management/ colleagues.

Wales TUC research (2017) showed that in Wales, around 1 in 3 females were either going through or had reached the menopause at that time. Ceredigion County Council data in October 2022 records the corporate workforce (excluding schools) as 66.1% (1355) female, 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing perimenopause or have reached the menopause. There is therefore a

good reason to consider the needs of this group and proactively manage an age diverse workforce.

These practical guidelines aim to help those experiencing troublesome menopausal symptoms, and to support them and their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

6. Access to support and key actions

It is recognised that the menopause is a very personal experience and different levels of support may be needed. As with all longstanding health-related conditions, the Council is aware that a sympathetic approach and appropriate support is required from line management to help employees deal with the issues arising from the menopause.

We encourage employees to speak to their Line Manager but there are other options available such as approaching the HR Team or seeking advice from the Employee Health & Wellbeing Officer.

The Council is committed to ensuring that conditions in the workplace do not make symptoms worse. Temporary workplace adjustments may be necessary to support colleagues who are experiencing the menopause. The following points should be considered depending on the employee's symptoms:

1. A risk assessment should be undertaken in order to consider the particular requirements of menopausal colleagues and ensure that the working environment will not make their symptoms worse. The risk assessment will assist with the identification of any potential adjustments which may be required.
2. Where possible, working time arrangements should be flexible enough to ensure they meet the needs of menopausal colleagues, who may at times require access to more flexible working in order to deal with their symptoms, including starting later after difficulties sleeping, needing to leave work suddenly or taking more breaks during the day. These arrangements should be agreed with the employee's line manager.
3. Consideration should be given to environmental factors. Measures that have been highlighted as useful include temperature and ventilation controls, such as the use of fans. Office seating plans could also be reviewed to enable the employee to sit near the window, in order for them to adjust the temperature of the room accordingly.
4. Consideration should be given regarding access to chilled drinking water and access to adequate workplace sanitary facilities.
5. Uniform may exacerbate symptoms in terms of hot flushes and sweating therefore where possible, flexibility may be required to enable employees to cope with these symptoms.

6. Adjustments may be required to the employee's duties, as hot flushes can be more difficult to cope with when undertaking high visibility work such as formal presentations and formal meetings.

7. General guidance for employees

Current health promotion advice highlights the importance of lifestyle choices before, during and after the menopause, and the benefits of:

- Finding out more about the menopause from available sources of information (see suggestions on CeriNet [here](#)).
- Consulting with your GP on management of the menopause and to ensure that any symptoms are not due to any other causes.
- Discussing your practical needs with your line manager, or seeking advice from the Employee Health & Wellbeing Officer or HR.
- Using technology where this is helpful, e.g., for reminders or note taking.
- Talking about your symptoms and solutions with colleagues, particularly those who are also experiencing symptoms. This could include via the Council's Menopause Café and may assist in working through coping strategies.
- Eating healthily – research has shown that a balanced diet can help alleviate some symptoms.
- Eating regularly to avoid fluctuations in blood sugar levels.
- Wearing natural fibres to allow the body to control its temperature.
- Drinking plenty of water.
- Considering lifestyle changes such as weight reduction, smoking cessation and regular exercise.
- Ensuring alcohol intake is at, or below, recommended levels.
- Avoiding hot flush triggers (such as hot food and drinks) especially before presentations or meetings.
- Considering relaxation techniques such as mindfulness and other potentially helpful techniques such as cognitive behavioural therapy, as these can help reduce the impact of symptoms.

The above can help with some symptoms of menopause and may also help reduce the risks of osteoporosis (brittle bones), diabetes and heart disease in later life.

People experiencing menopause symptoms are encouraged to attend the Council's Menopause café for further information and support details are available on [here](#)

Further information sources and advice can be accessed via the links on CeriNet [here](#)

8. Guidance for managers

The Council expects all employees to be treated with dignity and respect at work.

Regular, informal wellbeing conversations and/or supervision between a manager and employee should enable discussion of any changes in health, including issues relating to the menopause. It may be valuable simply to acknowledge this is a normal stage of life and

that some adaptations can easily be made. Such conversations can identify support at work and encourage them to discuss any relevant health concerns with their GP.

Further information and support are available for Managers via CeriNet [Managers Toolkit/Menopause here](#). This includes information and practical help and guidance to assist your discussions with employees who are affected, and how adaptations may be made for specific symptoms.

It is possible that some employees may be reluctant to have discussions about their experience of the menopause with their line manager. If this is the case, line managers should signpost to HR Officers and/or the Employee Health & Wellbeing Officer.

Employees whose symptoms are significantly affecting their work or their attendance at work should be referred to Occupational Health (via HR) for medical advice on how we can best support them at work.

All managers are encouraged to attend Menopause Awareness training please check [here](#) for the dates available.

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Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Menopause Policy				
Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	James Starbuck
Name of Officer completing the IIA	Geraint Edwards	E-mail	geraint.edwards2@ceredigion.gov.uk	Phone no	01545 572019

Please give a brief description of the purpose of the proposal

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The policy aims to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices
- Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Assure employees that we are a responsible employer, committed to supporting their needs during menopause

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

Members of staff who may experience menopause symptoms, their colleagues and line managers

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Geraint Edwards	Scrutiny	V1	22/06/2023	

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the economy, supporting businesses and enabling employment	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short medium and long term
Creating caring and healthy communities	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.
Providing the best start in life and enabling learning at all ages	-.
Creating sustainable, green and well-connected communities	-

NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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- Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.
- Welsh Language skills data for Council staff

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
Long Term Balancing short term need with long term and planning for the future.	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.	Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.	Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work.
Collaboration Working together with other partners to deliver.	Our trade union partners have been heavily involved in the development of this policy.	Consultation documentation and feedback responses	
Involvement Involving those with an interest and seeking their views.	Key stakeholders have been involved. Our trade union partners have been heavily involved in the development of this policy.	Consultation documentation and feedback responses	

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<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<p>A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.</p>	<p>Menopause Awareness courses have already been implemented and a Menopause Café established. Advice and information will be made available on CeriNet</p>	
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<p>A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. The support and training will also be provided to their colleagues and line manager, raising awareness of the impact of the symptoms on the employee.</p>	<p>Evidence of involvement with senior managers and trade union partners in the formulation of the policy</p>	

3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p>3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>			
<p>3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support</p>			



<p>resilience and can adapt to change (e.g. climate change).</p>			
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p>The Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.</p> <p>The policy aims to:</p> <ul style="list-style-type: none"> ▪ Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support. ▪ Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices ▪ Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work. ▪ Reduce absenteeism due to menopausal symptoms. ▪ Assure employees that we are a responsible employer, committed to supporting their needs during menopause 	<p>Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.</p>	<p>Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work</p>
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>			



<p>3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.</p>											
<p>3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances.</p> <p><i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i></p> <p><i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i></p> <p><i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i></p> <p>Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty</p>	<p>Describe why it will have a positive/negative or negligible impact.</p> <p><i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i></p>	<p>What evidence do you have to support this view?</p> <p><i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i></p>	<p>What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?</p> <p><i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i></p>								
<p>Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)</p> <table border="1" data-bbox="69 1278 786 1466"> <tr> <td data-bbox="69 1278 293 1466">Children and Young People up to 18</td> <td data-bbox="293 1278 450 1358">Positive</td> <td data-bbox="450 1278 607 1358">Negative</td> <td data-bbox="607 1278 786 1358">None/ Negligible</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </table>	Children and Young People up to 18	Positive	Negative	None/ Negligible				✓	<p>The Corporate workforce (i.e. excluding schools) is shown as being 66.1% (1,355) female and 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing the perimenopause or have reached menopause. A key aim of this</p>	<p>The Corporate workforce (i.e. excluding schools) is shown as being 66.1% (1,355) female and 34.1% (698) of whom were between 45 and 64</p>	<p>Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work</p>
Children and Young People up to 18	Positive	Negative	None/ Negligible								
			✓								

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People 18-50	Positive	Negative	None/ Negligible	policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.		
	✓					
Older People 50+	Positive	Negative	None/ Negligible			
	✓					

Disability Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				While it is not considered that the menopause is a disability, menopausal symptoms can constitute a disability in terms of the Equality Act whereby the symptoms have a long-term and substantial adverse effect on normal day-to-day-activities. The policy provides advice on menopause symptoms and mentions the possible need of reasonable adjustments.		Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					
Physical Impairment	Positive	Negative	None/ Negligible			
	✓					
Visual Impairment	Positive	Negative	None/ Negligible			
	✓					
Learning Disability	Positive	Negative	None/ Negligible			
	✓					
Long Standing Illness	Positive	Negative	None/ Negligible			
	✓					
Mental Health	Positive	Negative	None/ Negligible			
	✓					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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Other	Positive	Negative	None/ Negligible			
			✓			
Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.	Trans people are likely to experience at least some menopausal symptoms. How a trans person experiences symptoms in later life may vary depending on the age at which they transitioned and when in time that was, as treatments have changed and developed over time.	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Transgender	✓					
Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
Marriage			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			
Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not		
Pregnancy	✓					

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Maternity	Positive	Negative	None/ Negligible	impact on this protected characteristic		
			✓			

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.		Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
	✓					



Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Bisexual	Positive	Negative	None/ Negligible		
	✓				
Gay Men	Positive	Negative	None/ Negligible		
			✓		
Gay Women / Lesbian	Positive	Negative	None/ Negligible		
	✓				
Heterosexual / Straight	Positive	Negative	None/ Negligible		
			✓		

Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

The provision of support for those going through the menopause will allow them to continue working when that may not have been possible without that support.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impeded you in making reasonable adjustments

The policy is intended to support those going through the menopause but will also inform and educate their colleagues and managers in the impact of troublesome symptoms on operational role . An element of the support will be to consider whether reasonable adjustments need to be put in place.

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal will help you to: ● Tackle prejudice ● Promote understanding



Having due regard of the Socio-Economic Duty of the Equality Act 2010.
Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.
As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?
 Describe why it will have a positive/negative or negligible impact.

The provision of support for those going through the menopause will have a positive impact by allowing them to continue working when that may not have been possible without that support. Longer term sickness absence may have an impact on their income.

What evidence do you have to support this view?

Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work

<p>3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i></p>	Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
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Will the proposal be delivered bilingually (Welsh & English)?	Positive ✓	Negative	None/ Negligible	The policy is bilingual policy and any engagement, communication or training		
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				will be delivered in both Welsh and English		
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	Employees will have the same opportunity to the Welsh language whether this is by virtual means or face to face interaction		
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	The strategy and policy are bilingual policy and any engagement, communication or training will be delivered in both Welsh and English		
			✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	The policy is bilingual policy and any engagement, communication or training will be delivered in both Welsh and English		
	✓					
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible			
			✓			

4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
The policy will be reviewed periodically to ensure that it remains fit for purpose	Every 3 years	People & Organisaition	
Training for line managers will inform that changes to the health of an employee as a result of menopause symptoms will require human resources support	Training will be available annually for new managers and employees, and also as a refresher opportunity for those	Learning & Development	

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



	who have already completed the training		

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

Following implementation the policy implementation will be monitored during the first 12 months and reviewed after 3 years

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If policy is not implemented, there may be inconsistencies in the support offer to individuals suffering from menopause symptoms	2	2	4

Does your proposal have a potential impact on another Service area?

The implementation of this policy will have a positive and cross-cutting impact for employees in all service areas

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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6. SIGN OFF			
Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Geraint Edwards		23/06/2023
Strategic Director	James Starbuck		26/06/2023
Portfolio Holder	Cllr Bryan Davies		

Cyngor Sir CEREDIGION County Council

REPORT TO: Cabinet

DATE: 5 September 2023

LOCATION: Hybrid/Council Chamber

TITLE: Feedback from the Corporate Resources Overview and Scrutiny Committee on a Menopause Policy

PURPOSE OF REPORT: To provide feedback from the Corporate Resources Overview and Scrutiny Committee held on 19th July 2023

Committee Members received a report in relation to a Draft Menopause Policy presented by the Leader of the Council supported by Officers.

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The People & Organisation Service will also provide further support for those experiencing menopausal symptoms by:

1. Providing a menopause café where employees can meet and gain mutual support and information. These sessions will be supported by the Employee Health & Wellbeing Officer.
2. Provide menopause awareness training for Managers.

RECOMMENDATION:

Following discussion, Members were asked to consider the following recommendation to Cabinet:

- To recommend the approval of the Menopause Policy by Cabinet

REASON FOR RECOMMENDATION:

- In order to support employees experiencing menopausal symptoms, and their managers in tackling the occupational aspects of this natural process.

Following questions from the floor, it was AGREED:

- I. to recommend to Cabinet the approval of the Menopause Policy;
- II. that consideration be given for a Menopause Champion for the Authority;
- III. that the Council promote the World Menopause Day in October; and
- IV. that a workshop be held for all Members and Managers to raise awareness of the Menopause.

Councillor Rhodri Evans
Chairman of the Corporate Resources Overview and Scrutiny Committee