



Morwenstow Parish Council

Menopause Policy

1. Purpose

Morwenstow Parish Council is committed to fostering a supportive, inclusive, and healthy working environment for all employees. This policy sets out the Council's approach to supporting staff and councillors experiencing menopause or perimenopause, recognising that symptoms can vary widely and may impact wellbeing, attendance, and performance. The Council aims to ensure that employees/councillors feel able to discuss menopause-related concerns and access appropriate support without stigma.

2. Scope

This policy applies to:

- All employees of Morwenstow Parish Council, regardless of role or working pattern.
- Line managers/employment committee and councillors with supervisory or HR responsibilities.
- Contractors or volunteers may be supported informally where appropriate.

3. Definitions

- **Menopause:** A natural stage of life when menstruation ceases, typically occurring between ages 45–55, but can happen earlier or later.
- **Perimenopause:** The period leading up to menopause when symptoms may begin.
- **Medical or surgical menopause:** Menopause resulting from medical treatment or surgery.
- **Symptoms:** Can include hot flushes, fatigue, anxiety, brain fog, sleep disturbance, mood changes, headaches, joint pain, and more. Experiences vary significantly.

4. Principles

Morwenstow Parish Council will:

- Treat menopause as a workplace health and wellbeing matter.
- Provide a safe, open, and respectful environment for discussing menopause-related issues.
- Ensure confidentiality and sensitivity at all times.
- Make reasonable adjustments to support employees experiencing symptoms.
- Train managers/employment committee members to understand menopause and respond appropriately.
- Avoid discrimination or disadvantage related to menopause.

5. Roles and Responsibilities

Employees

- Inform their line manager, the chair of the employment committee or the Clerk if they require support or adjustments.
- The Clerk as employee informs the person responsible for their line management.
- Request occupational health advice if needed.
- Work collaboratively to identify appropriate adjustments.

Line Managers / employment committee / Clerk

- Hold supportive, confidential conversations with employees.
- Consider reasonable adjustments tailored to individual needs.
- Monitor and review adjustments regularly.
- Seek HR or occupational health guidance when necessary.
- Promote a culture of understanding and openness.

Council (as Employer)

- Provide training and awareness for managers. Employment committee members and councillors.
- Ensure policies and procedures reflect menopause-related needs.
- Maintain confidentiality and data protection standards.

6. Support and Reasonable Adjustments

Adjustments will be tailored to the individual and may include:

- i. **Work Environment (venue for meetings).** Where the employee works from home, the home environment is the responsibility of the employee.
 - Access to fans, cooler workspace, or temperature control where possible.
 - Flexible clothing options.
 - Easy access to drinking water and washroom facilities.
- ii. **Work Arrangements**
 - Flexible working hours or patterns.
 - Temporary adjustments to duties.
 - Remote working where appropriate.
 - Additional breaks during the day.
- iii. **Health and Wellbeing Support**
 - Signposting to medical advice, NHS resources, or occupational health.
 - Permission to attend medical appointments related to menopause.
 - Access to wellbeing initiatives offered by the Council.

iv. Performance and Absence Management

- Menopause-related symptoms will be considered sensitively when reviewing attendance or performance.
- Absence may be recorded under “menopause-related health” where appropriate.

7. Communication and Confidentiality

- Conversations about menopause will be treated as confidential.
- Information will only be shared with consent and on a need-to-know basis.
- Employees may request a preferred manager or councillor to discuss concerns.

8. Training and Awareness

Morwenstow Parish Council will:

- Provide training for line managers and employee committee members on menopause awareness.
- Offer information sessions or resources for all Councillors and employees.
- Encourage open discussion to reduce stigma.

9. Review of Policy

This policy will be reviewed every **year**, or sooner if legislation or best practice changes. Feedback from employees will be considered as part of the review.

10. Related Policies

- Health & Safety Policy
- Equality & Diversity Policy

Review Date	Reviewed by	Minute Reference
21/10/2026 (initial acceptance date)	Full Council	21.10.2026.9c