

LOOE TOWN COUNCIL

KONSEL TRE LOGH

Menopause Policy



Adopted by Council:
30th September 2025

Next review: 30th September 2026



Introduction

Looe Town Council is committed to providing an inclusive and supportive working environment for everyone who works here and this policy is for all employees.

Menopause is a natural part of life for some, and it isn't always an easy transition. With the right support, it can be much better. Whilst not every person suffers with symptoms, supporting those who do will improve their experience at work. Menopause should not be taboo or 'hidden'. The Council wants everyone to understand what menopause is, and to be able to talk about it openly, without embarrassment. They should feel they are able to ask for help or adjustments if required.

This policy sets out the guidelines for member of staff and councillors 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.

Aims of this policy

- Foster an environment in which colleagues can openly and comfortably instigate conversations or engage in discussions about menopause.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Town Council's policy and practices.
- Educate and inform staff and councillors about the potential symptoms of menopause and suggest how they can support their colleagues, who may be experiencing symptoms, at work.
- Ensure that colleagues suffering with menopausal symptoms feel confident to discuss it, ask for support and ask for any reasonable adjustments that allow them to continue to be successful in their roles.
- Reduce absenteeism due to menopausal symptoms.
- Assure staff that the Town Council is a responsible employer, committed to supporting their needs during menopause.

Definitions

Menopause is defined as a biological stage in a person's life that occurs when they stop menstruating and reach the end of their natural reproductive life. Usually, it is defined as having occurred when someone has not had a period for twelve consecutive months (for people reaching menopause naturally). The average age for a person to reach menopause is 51, however, it can be earlier or later than this.

Perimenopause is the time leading up to menopause when a person may experience changes, such as irregular periods or other menopausal symptoms. This can be years before menopause.

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

Roles and responsibilities

Members of staff are responsible for:

- Taking personal responsibility to look after their health.
- Speaking to their Line Manager, or if their Line Manager is not supporting them, they can speak directly to the Town Clerk or a member of the Staffing Committee.
- Being open and honest in conversations with managers/Staffing Committee.
- Contributing to a respectful and productive working environment.

- Being willing to help and support their colleagues.
- Understanding any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

Line Managers will:

- Familiarise themselves with the Menopause Policy and Guidance.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and professionally.
- Discuss together, before agreeing with the individual how best they can be supported, and any adjustments required.
- Record adjustments agreed, and actions to be implemented.
- Ensure ongoing dialogue and review dates.
- Ensure that adjustments are adhered to.

Where adjustments are unsuccessful, or if symptoms are proving more problematic, the Line Manager may:

- Discuss with the staff member a referral to Occupational Health for further advice, with the assistance and guidance of the Town Clerk.
- Review Occupational Health advice, and implement any recommendations, where reasonably practical.
- Update any action plan and continue to review.

The Town Clerk and the Staff Committee will:

- Offer guidance to managers on the interpretation of this Policy and Guidance.
- Undertake training and provide updates that affect this policy.
- Consider relevant applications for work adjustments made under this policy.
- Monitor and evaluate the effectiveness of this policy in respect of related absence levels and performance.
- Remind councillors of the Nolan Principles and the Civility & Respect Pledge

Risk assessments

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and wellbeing of those going through the menopause.

Support and adjustments

Looe Town Council will consider any requests for support and adjustments to help mitigate the impact of menopause symptoms. If you believe that you would benefit from adjustments or other support, you should speak to your Line Manager in the first instance. If you feel unable to do so, you should contact the Town Clerk or members of the Staffing Committee.

Physical adjustments could include temperature control, the provision of electric fans, or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, more frequent rest breaks, or changes to work allocation may also be considered. These are examples only and not an exhaustive list. We may refer you to a doctor nominated by us or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work. Any request for a medical report or

examination will be dealt with as set out in the Sickness Absence section of the Employee Handbook.