

Toft Newton Parish Council

E-mail: clerk@toftnewtonparishcouncil.gov.uk

Website: <https://toft-newton.parish.lincolnshire.gov.uk>

MENOPAUSE POLICY 2026 v001

Toft Newton Parish Council ("the Council") is committed to providing an inclusive and supportive working environment for everyone who works here.

The Council recognises that women experiencing the menopause, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments.

Menopause is a natural part of every woman's life. It isn't always an easy transition and can be a significant issue in the workplace for those affected but, with the right support, it can be easier to manage when at work. Not every woman will suffer with symptoms related to menopause, but supporting those who do will improve their experience at work.

The Council recognises that the menopausal symptoms can also affect transgender and non-binary people.

For the purposes of this policy, the term employee refers to employees, volunteers and councillors.

The Law

This policy is constructed in line with and regard to the Equality Act 2010, which protects workers against discrimination and the Health and Safety at Work Act 1974 (as amended) that states an employer must, where reasonably practical, ensure everyone's health, safety and welfare at work.

Definition

Menopause is the time during a woman's life when menstruation periods permanently stop. It is defined as occurring when the individual has experienced no periods for 12 consecutive months and no other biological or psychological cause can be identified.

Menopause usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each employee's experience will differ, and menopausal symptoms can sometimes begin before the age of 40.

Perimenopause or menopause transition begins several years before menopause and individuals may start to experience menopausal symptoms during the final two years of perimenopause.

While symptoms related to menopause vary greatly, they commonly include:

- Hot flushes
- Night sweats
- Anxiety
- Dizziness
- Fatigue
- Memory loss
- Depression
- Mood swings
- Panic attacks
- Insomnia
- Skin irritation
- Headaches
- Weight gain
- Recurrent urinary tract infections
- Joint stiffness, aches and pains
- Reduced concentration
- Heavy and painful periods

Each of these symptoms has the potential to affect an employee's comfort and performance.

Support

Employees are encouraged to speak to the Proper Officer or the Chairperson of the Personnel Committee if they experience menopausal symptoms to ensure that these symptoms are treated as an ongoing health issue rather than as individual instances of ill health.

The Council will maintain an open-door policy so that employees feel comfortable in approaching them. Employees who do not wish to discuss the matter with their line manager may find it helpful to have an initial discussion with a trusted colleague or another Councillor instead. Confidentiality will be maintained at all times.

The Council can offer a variety of initiatives to support women experiencing menopausal symptoms, including:

- Issuing fans to be used on desks.
- Providing a safe space in which emotions can be discussed in a non-judgmental environment.
- Time off for health appointments.
- Ability to temporarily leave meetings to access fresh air.

Reasonable adjustments

The Council has a duty, written in law, to provide a safe working environment for all employees and commits to ensuring that suitable adjustments and additional support are available to individuals experiencing menopausal symptoms.

The Council acknowledges that the menopause affects individuals in different ways and so no adjustments will be made without fully discussing them first.

Examples of adjustments include:

- Conducting a Risk Assessment to identify any potential issues for an employee going through the menopause.
- Implementing temperature control, such as access to a fan.
- Allowing flexibility within any dress code where reasonable.
- Assessing how work is allocated.
- Considering flexible working patterns, such as changes to the pattern of hours worked, working from home or a temporary reduction in working hours.

Any adjustments agreed will be regularly reviewed.

Data Protection

All requests for support or adjustments must be dealt with confidentially and in accordance with the Council's Data Protection Policy.

Data is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support to employees.

Further Information

External support & help for individuals and those responsible for line management can be found at:

Menopause Matters <http://www.menopausematters.co.uk/>

Provides information about the menopause, symptoms and treatment options.

The NHS <http://www.nhs.uk/>

Provides information and treatment options.

The Daisy Network <http://www.daisynetwork.org/>

Is a charity that provides support for people experiencing premature menopause or premature ovarian insufficiency.

Primacy

Where any conflict exists between this policy and the Government's guidance or legislation, or any contractual obligations, the legislation / contractual obligations shall have primacy over this policy.

Reviews

Toft Newton Parish Council will review this policy as per the schedule below, or sooner if changes to local or national guidance or legislation require a revision to take place sooner.

Previous versions of this policy will be retained on the Zoho WorkDrive and will have a version number appended to their file name.

Approved by Toft Newton Parish Council on:	8 th September 2026
First review due:	September 2029
Then review:	Every three years
