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| <b>Subject:</b>           | <b>Menopause Policy and Guidance</b>                    |
| <b>Date:</b>              | 19th August, 2022                                       |
| <b>Reporting Officer:</b> | John Tully Director of City and Organisational Strategy |
| <b>Contact Officer:</b>   | Christine Sheridan, Head of HR                          |

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| <b>Restricted Reports</b>                                |   |
| <b>Is this report restricted?</b>                        | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| <b>If Yes, when will the report become unrestricted?</b> |   |
| <b>After Committee Decision</b>                          | <input type="checkbox"/>  |
| <b>After Council Decision</b>                            | <input type="checkbox"/>  |
| <b>Sometime in the future</b>                            | <input type="checkbox"/>  |
| <b>Never</b>   | <input type="checkbox"/>  |

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| <b>Call-in</b>                               |   |
| <b>Is the decision eligible for Call-in?</b> | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

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| <b>1.0</b> | <b>Purpose of Report/Summary of Main Issues</b>  |
| 1.1        | To present to the Committee the draft Menopause Policy and Guidance for approval.  |
| <b>2.0</b> | <b>Recommendation</b>  |
| 2.1        | The Committee is asked to approve the Menopause Policy and Guidance, as attached.  |
| <b>3.0</b> | <b>Main Report</b>   |
| 3.1        | At the Council meeting in February 2020, the following motion, which was proposed by Councillor M. Kelly and amended by Councillor Ferguson, was passed:<br><br>“This Council resolves to work with organisations, such as Trade Unions, to ensure that Belfast City Council and its staff are Menopause Aware, have an understanding of the |

support available should they be concerned over symptoms which they might be experiencing, and recognises menopause as a workplace issue.”

3.2 It was, therefore, agreed that the Council should develop a Menopause Policy and associated guidance.

3.3 A subgroup of the Women’s Network Group was established to develop a draft policy. It undertook benchmarking to ascertain good practice in other organisations and consulted more widely with the Women’s Network Group and Women’s Steering Group. The final draft policy being presented to the SP and R Committee for approval has been agreed by both management side and trade union side of JNCC.

The aims and objectives of this policy are to:

- break the stigma surrounding the menopause
- ensure increased awareness of menopause issues among employees and managers
- outline how employees can be supported by their managers
- set out what employees need to do if they are experiencing menopause symptoms that are impacting on their health, wellbeing and work
- provide guidance on facilitating conversations between managers and staff about menopause related symptoms impacting and what managers can do to provide the necessary support
- create an environment where women feel confident enough to raise issues about their symptoms and ask for reasonable adjustments at work, if necessary,
- promote a greater understanding of the menopause and how employees are affected

#### **Communication, Training, and Support**

3.4 A communication and training plan will be developed to implement the policy when fully agreed and an informal menopause support network will be set up via the Women’s Network Group to facilitate ongoing support for employees.

#### **Motion**

3.5 The Fertility Treatment Leave motion was amended at the SP and R committee meeting on 21st October 2021 to include the consideration of menopause leave.

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| 3.6        | <p>When an employee is absent from work due to menopause symptoms, the sickness absence is dealt with sensitively through the Attendance Policy. Furthermore, through consultation with the trades unions, it has been agreed that the list of potential reasons for the use of discretion will be amended in the Attendance Booklet to include menopause specifically.</p> <p><b><u>Financial and Resource Implications</u></b></p> |
| 3.7        | <p>There are no financial implications to this report.</p> <p><b><u>Equality or Good Relations Implications/Rural Needs Assessment</u></b></p>   |
| 3.8        | <p>This Guidance has undergone equality and rural needs screening and has been screened out.</p>   |
| <b>4.0</b> | <b>Document Attached</b>   |
|            | Menopause Policy and Guidance  |