

Menopause Policy

November 2021

Authorship:	HR Humber
Committee Approved:	20/05/2021
Approved date:	18/11/2021
Review Date:	November 2025
Equality Impact Assessment	Completed - Full
Sustainability Impact Assessment:	Completed
Quality Impact Assessment:	<i>Completed</i>

Target Audience: All staff

Policy Reference No: **Request from CCG Business Manager**

Version Number: 1

The on-line version is the only version that is maintained. Any printed copies should, therefore, be viewed as 'uncontrolled' and as such may not necessarily contain the latest updates and amendments.

POLICY AMENDMENTS

Amendments to the Policy will be issued from time to time. A new amendment history will be issued with each change.

New Version Number	Issued by	Nature of Amendment	Approved by & Date	Date on Intranet
1	HR Humber	New Policy		

CONTENTS

	Page	
1	Introduction	4
2	Engagement	4
3	Scope	4
4	Policy Purpose and Aims	4
5	Definitions <i>(if relevant & appropriate)</i>	5
6	Roles / Responsibilities / Duties	5
7	Symptoms	6
8	Reasonable Adjustments	7
9	Advice for Line Managers	8
10	Advice for Staff Experiencing symptoms of Menopause	9
11	Additional Guidance and Information	10
12	Implementation	10
13	Training and Awareness	10
14	Monitoring and Audit	11
15	Impact Analyses	11
	10.1 Equality	
	10.2 Sustainability	
	10.3 Bribery Act 2010	12
16	Policy Review	12
17	References	13
18	Associated Documentation	
	Appendices	

1 INTRODUCTION

Menopause is a natural stage in women's lives and women will experience it in different ways – not all have severe symptoms.

NHS North Lincolnshire CCG recognises that perimenopause and menopause (*hereinafter referred to as menopause*) has the potential to affect individuals in the workplace which may present issues or challenges. The CCG aims to remove the taboo surrounding it to ensure employees experiencing symptoms are supported at work.

The CCG is committed to ensuring that all employees are treated fairly and with dignity and respect at work and are taking a proactive stance by promoting a wider understanding of menopause to prevent any discriminatory or exclusionary behaviour.

This policy provides guidance to both employees who may be experiencing symptoms as well as guidance for managers to manage any issues relating to this.

2 ENGAGEMENT

This policy has been developed by the HR Humber team in partnership with employees, managers and trade unions and approved at the Joint Trade Union Partnership Forum

3 SCOPE

This policy applies to all staff. All employees should familiarise themselves with the policy to understand the challenges people experiencing symptoms of menopause face.

4 POLICY PURPOSE & AIMS

This policy aims to make staff aware of how menopause may affect people and the issues which may arise, as a result of those, in the workplace. This will aid in creating an environment where staff can openly raise any issues to get the right support at work.

The policy will help to ensure that staff receive sufficient support and give managers the confidence and guidance to be able to do this.

The policy details some reasonable adjustments that should be considered to help keep employees experiencing symptoms comfortable at work as well as detailing where extra support can be found.

Under the Equality Act 2010 it is the CCG's legal duty to manage age and sex related issues effectively and without discrimination, therefore the principles outlined in this policy must be followed.

5 DEFINITIONS

Menopause

The menopause is when a woman stops having periods and is no longer able to get pregnant naturally.

The menopause is a natural part of ageing that usually occurs between 45 and 55 years of age, as a woman's oestrogen levels decline. In the UK, the average age for a woman to reach the menopause is 51 however some women experience this early.

Peri-Menopause

Peri-menopause is the transition stage from the onset of symptoms until 1yr after the menopause. Many people experience symptoms of menopause during this stage as symptoms generally start a few months or years before the period stops.

6 ROLES / RESPONSIBILITIES / DUTIES

Senior Leadership Team

The Senior Leadership Team will:

- Promote a fair and equitable working environment.
- Create a comfortable working environment with all the necessary facilities and amenities.
- Commit to the delivery of training and engagement for all employees in relation to menopause

HR Team

The HR Humber team will:

- Advise on the application and interpretation of this policy.
- Ensure there is a consistent application of the policy.
- Support employees and line managers on the content of this policy.

Employees

All employees are expected to:

- Familiarise themselves with this policy to raise understanding and awareness of menopause.
- Speak to their line manager if they are experiencing symptoms being as open as they feel they can be in order to receive sufficient support.
- Work with their line manager to consider and discuss solutions to help alleviate the effects that symptoms may have in the workplace, particularly if they feel their performance is suffering as a result.
- Treat everyone with dignity and respect and create an environment which

reflects this.

Line Manager

Line managers are expected to:

- Familiarise themselves with menopausal symptoms and best practice guides for managers. (Please note that you are not expected to become an expert but should be able to recognise basic symptoms and their impact).
- Be as supportive as possible when issues relating to menopause are raised.
- Hold regular one to one meetings to ensure there is a constant dialogue regarding their employee's wellbeing and to give them a forum to raise any issues.
- Encourage employees to discuss their feelings as emotions can be heightened during this time.
- Undertake a risk assessment where necessary,
- Consider and implement any reasonable adjustments which would help support the employee at work and help them thrive.
- Approach conversations supportively and positively.
- Listen and take on board any feedback they receive from a delegated manager following discussions with the employee (note this will only apply when the employee has requested they discuss their symptoms with a different manager).

7. SYMPTOMS

Menopause affects all women differently however below are some common symptoms. The duration and severity of these symptoms varies from woman to woman however some of these can have a significant impact on someone's everyday life.

- Tired and lacking energy
- Hot flushes
- Anxiety/panic attacks/low moods
- Difficulties concentrating/forgetfulness
- Headaches/migraines
- Abdominal pain
- Difficulty sleeping
- Palpitations
- Heavy periods
- Reduced confidence

These symptoms can start years before periods stop and last on average 4 years after the last period however this can go on for much longer. This can have a significant impact on physical and mental health and wellbeing which may affect work.

It is important these symptoms are recognised and appropriate steps are taken to help people experiencing them feel more comfortable so they are better able to function both at work and home.

8. **REASONABLE ADJUSTMENTS**

Certain aspects of a job or the workplace can present a barrier for someone experiencing menopausal symptoms. If this is the case then line managers have a responsibility to implement any reasonable adjustments that may help staff manage their symptoms at work.

Reasonable adjustments should be agreed with the employee following discussions on how their symptoms affect them at work. The Wellness Action Plan (WAP) is a useful tool to help facilitate these discussions and can provide a framework for identifying triggers, agreeing reasonable adjustments and other support required. WAP's can be accessed [here](#) or via the HR Humber team.

It is important to note that in some circumstances, conditions arising from the menopause may also meet the definition of 'impairment' under the Equality Act 2010. If there is any doubt about whether absences will qualify as an impairment under the Act, further advice and guidance should be sought from the occupational health team at the earliest opportunity.

Below are some examples of reasonable adjustments which may help:

- Encouraging the employee to work in a quiet meeting room, alone from time to time if this helps them concentrate.
- Ensuring they take short screen breaks and rests throughout the day if they experience tiredness.
- Allow for more breaks to use the washroom or toilet facilities.
- Agree for them to sit near a window or in a ventilated area or provide a desk based fan if they become hot.
- Be as flexible as possible with start and finish times, employees may feel tired in a morning or lack energy later in the day try to work around this where possible.
- Allow the employee to discuss menopause with a different delegated manager instead of their line manager should they not be comfortable discussing this with theirs. Although where possible the CCG recommends that the employee discusses this with the line manager.
- Give them flexibility to attend appointments (please see Other Leave policy).
- Provide extra support and guidance if they're struggling to concentrate or have reduced confidence.
- If their symptoms form part of a cycle, be mindful of this and review workloads to coincide with these.

- Allow them to work from home where possible, they may have had a poor night's sleep or have a heavy period.
- Agree temporary adjustments to tasks and duties that are proving a challenge.
- Agree protected time to catch up with work if required.

Should an employee hit a sickness trigger point due to menopause related absences an occupational health referral should be made. Discretion can be used in agreeing what action to take however this should be made in conjunction with occupational health advice and in consultation with the HR Humber team to ensure a fair and consistent approach is maintained.

Occupational health advice can also be sought to get further advice on supporting someone experiencing symptoms at work.

9. **ADVICE FOR LINE MANAGERS**

Line managers should be both supportive and aware of menopausal symptoms so that employees do not feel embarrassed to approach them and discuss this. Having some understanding of how menopause affects people will help this, the menopause can be extremely daunting to raise with someone who has no idea about the issue.

Hold regular one-to-one meetings as part of a normal working routine, to give employees an open forum to discuss any concerns they may have. It is important you appreciate that it may be hard for them to discuss these concerns with you, try to prompt them to explain by regularly asking how they are.

Be aware that you can seek occupational health advice regarding menopause if you feel you need further advice and remind the employee that they can also self-refer to occupational health and access services such as counselling.

Should an employee feel uncomfortable discussing their symptoms with their line manager they can request a different delegated manager to do this instead. This request should only come from the employee and not the line manager and the delegated manager should feedback to the line manager so they are aware how the symptoms may be affecting the employee at work.

Managers are not expected to be an expert, one of the most valuable things a line manager can do is to listen and respond sympathetically, try to brush up on the facts, keep an open mind and show empathy in understanding what they are going through.

If the employee is experiencing psychological issues consider completing a HSE Stress Indicator Tool or Wellness Action Plan with them, these can be found online via from the HR Humber team.

Signpost to the local services (information detailed below)

9.1 **Tips on Holding Sensitive Conversations**

Following the above principles will make it much easier to have conversations with employees regarding menopause however the below points provide some further tips to holding sensitive conversations:

- Avoid interruptions
- Listen actively
- Encourage the employee to talk
- Avoid judgemental responses
- Be sympathetic
- Be calm
- Ask open ended questions

10. **ADVICE FOR STAFF EXPERIENCING SYMPTOMS OF MENOPAUSE**

Staff experiencing symptoms of menopause that are affecting them at work should try to discuss this with their manager, the more open and honest they can be the more support that can be put in place.

Staff are to be reminded that they can self-refer to occupational health for support and access services such as counselling or speak to one of the CCG's mental health first aiders. Staff should also be reminded that they can contact their GP practice should they need to and discuss treatment options with them.

It is important any staff experiencing symptoms of the menopause get sufficient rest and relaxation and drink plenty of water.

For further information on symptoms please see NHS website;
<https://www.nhs.uk/conditions/menopause/>

10.1 **Services Available**

Some employees do not need assistance during menopause and go through it without medical or alternative interventions. Some choose a treatment option and there are a few different options which the employer should support including time off for consultation and monitoring progress, please refer to the Attendance Management policy and the Other Leave policy.

Options include hormone replacement therapy (HRT), anti-depressants or anti-anxiety medications, natural treatments and remedies and lifestyle support such as diet and exercise. However, it is not the employer's role to suggest or discuss treatment options. This is a decision for the member of staff in consultation with their GP.

If advice and guidance is required, then an Occupational Health referral (either via the line manager or self-referral can be made). This can provide a gateway to other support e.g. counselling.

Employees should be reminded that they can access other NHS services such as Talking Therapy and Emotional Wellbeing services which can enable access to Cognitive Behavioural Therapy (CBT) to help people develop techniques to tackle stress and anxiety. Details on where these services can be accessed depending on location are here:

Improving Access to Psychological Therapies (IAPT)

Hull; <https://www.letstalkhull.co.uk/>

East Riding; <http://humberews.co.uk/east-riding/>

North Lincolnshire: <https://iapt.rdash.nhs.uk/how-we-can-help/the-talking-shop/>

11. ADDITIONAL GUIDANCE AND INFORMATION

- CIPD Menopause Guide
- https://www.cipd.co.uk/Images/menopause-guide_tcm18-55426.pdf
- CIPD Menopause at work – A Practical Guide for People Managers
- https://www.cipd.co.uk/Images/menopause-guide-for-people-managers_tcm18-55548.pdf
- NHS Employers: Menopause and the Workplace
- <https://www.nhsemployers.org/retention-and-staff-experience/health-and-wellbeing/taking-a-targeted-approach/taking-a-targeted-approach/menopause-in-the-workplace>
- ACAS Menopause at Work
- <https://archive.acas.org.uk/index.aspx?articleid=6752>
- NHS Website – Menopause
- <https://www.nhs.uk/conditions/menopause/>

12 IMPLEMENTATION

The Governing Body is responsible for formal approval and monitoring compliance with this policy. Following ratification the policy will be shared with staff and will be available on the intranet.

13 TRAINING & AWARENESS

Advice can be sought from the HR Humber team on the implementation and interpretation of this policy.

The CCG is committed to delivering training and awareness sessions for staff

and managers including facilitating Menopause cafes to provide a discussion forum for employees experiencing symptoms, their colleagues and managers.

14 MONITORING & AUDIT

The implementation of this policy will be monitored on an annual basis by the CCG and reported to the Senior Leadership Team.

15 IMPACT ANALYSES

10.1 Equality

All policies require an assessment for their impact on people with protected characteristics (defined in the guidance document). An Equality Impact Analysis Toolkit is available for this purpose and is attached at Appendix 4 of the Policy Framework Guidance Document, together with guidance on how to undertake the assessment.

Further advice is available from either the Head of Governance or Business Manager.

Once completed, insert appropriate wording from the Equality Impact Findings into this section of the document and record on the front sheet whether a full assessment or a screening has been undertaken. Completed paperwork on all assessments should be submitted with the policy for approval and must be published on the internet with the approved policy.

10.2 Sustainability

Anyone developing a policy or procedural document is required to complete a Sustainability Impact Assessment. The purpose is to record any positive or negative impacts that the policy is likely to have on each of the CCG's sustainability themes. The Sustainability Impact Assessment form is attached at Appendix 4 of the Policy Framework Guidance Document, together with instructions to help with completion. Include the conclusions in this section of the policy document.

10.3 Quality

All policies require an assessment for a potential impact on quality. A quality impact assessment form is attached at Appendix 4 of the Policy.

Completed paperwork on all assessments should be submitted with the policy for approval and must be published on the internet with the approved policy.

10.4 Bribery Act 2010

Consider whether reference needs to be made to the provisions of the Bribery Act 2010. Guidance is included at Appendix 3 of the Policy Framework Guidance Document. If the Bribery Act is not particularly relevant, use the suggested wording at 2.5 in the guidance notes above.

If the Bribery Act is relevant and reference needs to be included, the following wording is recommended:

Under the Bribery Act 2010, it is a criminal offence to:

- Bribe another person by offering, promising or giving a financial or other advantage to induce them to perform improperly a relevant function or activity, or as a reward for already having done so; and
- Be bribed by another person by requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity would then be performed improperly, or as a reward for having already done so.
- Failure to prevent bribery; The Bribery Act also introduced a corporate offence for a relevant commercial organisation (the CCG) to bribe another person intending (1) to obtain or retain business, or (2) to obtain or retain an advantage in the conduct of business. The only defence available to the CCG against Bribery Act offences would be to prove that it had adequate procedures in place designed to prevent persons associated with it from undertaking any of the conduct outlined above.

These offences can be committed directly or by and through a third person and, in many cases, it does not matter whether the person knows or believes that the performance of the function or activity is improper.

It is therefore, extremely important that staff adhere to this and other related policies and documentation (as detailed on the CCG's intranet) when considering whether to offer or accept gifts and hospitality and/or other incentives.

If fraud, bribery and corruption are particularly relevant to a policy, the section should be headed Anti-fraud, Bribery and Corruption and should include a cross reference to the Local Anti-fraud, Bribery & Corruption Policy. The following wording should also be included:

If an employee suspects that fraud, bribery or corruption has taken place, they should ensure it is reported to the LCFS and/or to NHSCFA as follows:

- LCFS, AuditOne, Kirkstone Villa, Lanchester Road Hospital, Lanchester Road, Durham, DH1 5RD. Tel: 0191 4415936; Email: counterfraud@audit-one.co.uk or ntawnt.counterfraud@nhs.net
- The CCG's Chief Finance Officer,
- NHSCFA, 0800 028 40 60 (powered by Crimestoppers)
Online: <https://cfa.nhs.uk/reportfraud>

Further information on the Bribery Act can be found at www.opsi.gov.uk/acts.

16 POLICY REVIEW

This policy will be reviewed in 4 years. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation/guidance, as instructed by the senior manager responsible for this policy

17 REFERENCES

- Equality Act 2010
- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992

18 ASSOCIATED DOCUMENTATION

- Attendance Management Policy
- Other Leave Policy
- Stress Prevention and Management Policy
- HSE Stress Indicator Tool
- Wellness Action Plan

INTEGRATED IMPACT ASSESSMENT

Policy/project/function/service	Menopause Policy	
Date of analysis:	20/05/2021	
Type of analysis completed	Quality	Yes
	Equality	Yes
	Sustainability	Yes
What are the aims and intended effects of this policy/project or function?	<p>To make managers aware of the organisational responsibility to understand the menopause and related issues.</p> <p>To raise wider awareness and remove any taboo regarding menopause and to outline support and adjustments that should be considered.</p> <p>To ensure individuals are treated fairly and with dignity and respect at work.</p> <p>Under the Equality Act 2010 it is the CCG's legal duty to manage age and sex related issues effectively and without discrimination, therefore the policy aims to ensure this duty is met.</p>	
Please list any other policies that are related to or referred to as part of this analysis	Attendance Management Other Leave	
Who does the policy, project, function or service affect?	Employees	X
	Service users	
	Members of the public	
	Other (please list)	

QUALITY IMPACT

	Please 'X' ONE for each			Brief description of potential impact	Mitigation strategy and monitoring arrangements	Risk 5 x 5 risk matrix)	
	Chance of Impact on Indicator					Likelihood	Consequence
	Positive Impact	No Impact	Negative Impact				
	X	X	X				
PATIENT SAFETY							
Patient safety /adverse events		X					
Mortality position		X					
Infection control MRSA/CDIFF		X					
CQC status		X					
NHSLA / CNST		X					
Mandatory/statutory training		X					
Workforce (vacancy turnover absence)	X			There should be reduced absence in the workplace due to menopause and will aid in retention of staff where they feel they work in a supporting environment.			
Safe environment	x			Reasonable adjustments are recommended within this policy relating to environment and ensuring people experiencing side effects of menopause			

				are more comfortable and safe at work			
Standard & suitability of equipment		X					
CLINICAL EFFECTIVENESS							
NICE Guidance and National Quality Standards, e.g. VTE, Stroke, Dementia		X					
Patient related outcome measures		X					
External accreditation e.g. professional bodies i.e. RCN		X					
CQUIN achievement		X					
PATIENT EXPERIENCE							
Will there be an impact on patient experience if so how		X					
Will it impact on carers if so how							
INEQUALITIES OF CARE							
Will it create / reduce variation in care provision?		X					
STAFF EXPERIENCE							
What is the impact on workforce capability care and skills?	X			Employees experiencing side effects of menopause will be able to manage these at work more effectively and reduce the impact on their performance.			
Will there be a change in working practice, if so, how?		X					
Will there be an impact on training		X					

TARGETS / PERFORMANCE							
Will it have an impact on performance, if so, how?	X			Employees experiencing side effects of menopause will be able to manage these at work more effectively and reduce the impact on their performance.			
Could it impact on the achievement of local, regional, national targets, if so, how?		X					
EQUALITY IMPACT							
Analysis Rating (see completion notes)	Red		Red/Amber	Amber		Green	X
Approved by:	Commissioner Lead:			GP lead for E&D:			
	Date			Date			
Local Profile Data							
General							
Gender (Men and Women)	Female 53 Male 11						
Race (All Racial Groups)	White 50 Asian / Asian British 3 Undefined/not stated 11						
Disability (Mental and Physical, Sensory Impairment, Autism, Mental Health Issues)	No 10 Not Declared 1 Unspecified 53						

Religion or Belief	Christianity 7 I do not wish to disclose my religion 3 Unspecified 54
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	Heterosexual 5 Not Stated (person asked but declined to provide a response) 3 Unspecified 56
Pregnancy and Maternity	This information is not currently available
Transgender	This information is not currently available
Marital Status	Civil Partnership = 1.35% Divorced = 9.46% Married = 56.76% Single = 24.32% Unspecified = 8.11%
Age	21-25 1 26-30 3 31-35 4 36-40 12 41-45 7 46-50 9 51-55 15 56-60 8 61-65 4 66-70 1
Equality Data	
Is any equality data available relating to the use or implementation of this policy, project or function?	No

List any consultation e.g. with employees, service users, Unions or members of the public that has taken place in the development or implementation of this policy, project or function.	Policy will be shared with SLT, all staff and the SPF group with Trade Union colleagues for consultation.
Promoting inclusivity; How does the project, service or function contribute to our aims of eliminating discrimination and promoting equality and diversity?	<p>Under the Equality Act 2010 it is the CCG's legal duty to manage age and sex related issues effectively and without discrimination, therefore the policy aims to ensure this duty is met by detailing reasonable adjustments which can be considered to ensure that people experiencing the menopause are made as comfortable as possible at work.</p> <p>This policy shows that NHS North Lincolnshire CCG is welcoming and inclusive of people with a range of access needs and is a really proactive policy which demonstrates leadership on equality and inclusion.</p>

Equality Impact Risk Assessment test

What impact will the implementation of this policy, project or function have on employees, service users or other people who share characteristics protected by *The Equality Act 2010*?

Protected Characteristic:	No Impact	Positive Impact	Negative Impact	Evidence of impact and if applicable justification where a <i>Genuine Determining Reason</i> exists
Gender (Men and Women)		X		The menopause policy will primarily benefit women and ensure that they are supported at work during the menopause. It suggests reasonable adjustments to allow them to continue to perform their role.
Race (All Racial Groups)	X			No impact
Disability (Mental and Physical, Sensory Impairment, Autism, Mental Health Issues)		x		Menopause can be considered a disability in some circumstances and this policy will ensure that these employees are supported at work and will meet the requirements under the Equality Act.
Religion or Belief	X			No Impact
Sexual Orientation (Heterosexual, Homosexual and Bisexual)	X			No Impact
Pregnancy and Maternity	X			No Impact
Transgender	X			There may be some men who are experiencing menopause symptoms during or following a gender reassignment and this policy will ensure

				this is dealt with confidentially and that the employee is treat with dignity and respect.
Marital Status	X			No Impact
Age			x	Menopause generally occurs when a woman is between 45 – 55 years of age although some experience this later or earlier. This policy ensure that age discrimination isn't taking place in relation to menopause by aiming to work with employees to manage their symptoms and continue in work during this stage of life.

Action Planning

As a result of performing this Equality Impact Analysis, what actions are proposed to remove or reduce any risks of adverse outcomes identified on employees, service users or other people who share characteristics protected by The Equality Act 2010?

Identified Risk:	Recommended Action:	Responsible Lead	Completion Date	Review Date
The policy may not be accessible to people with communications barriers.	The CCGs internal 'portal' and external website signpost individuals to alternative formats such as large print, braille or another language.	CCG Communications	Updating of this facility is ongoing	Next Policy Review - November 2021

SUSTAINABILITY IMPACT

Staff preparing a Policy / Board Report / Committee Report / Service Plan / Project are required to complete a Sustainability Impact Assessment. Sustainability is one of the Trust's key Strategies and the Trust has made a corporate commitment to address the environmental effects of activities across Trust services. The purpose of this Sustainability Impact Assessment is to record any positive or negative impacts that this activity is likely to have on each of the Trust's Sustainability Themes.

	Positive Impact	Negative Impact	No Specific Impact	What will the impact be? If the impact is negative, how can it be mitigated? (action)
Reduce Carbon Emission from buildings by 12.5% by 2010-11 then 30% by 2020			X	
New builds and refurbishments over £2million (capital costs) comply with BREEAM Healthcare requirements.			X	
Reduce the risk of pollution and avoid any breaches in legislation.			X	
Goods and services are procured more sustainability.			X	
Reduce carbon emissions from road vehicles.			X	
Reduce water consumption by 25% by 2020.			X	
Ensure legal compliance with waste legislation.			X	
Reduce the amount of waste produced by 5% by 2010 and by 25% by 2020			X	
Increase the amount of waste being recycled to 40%.			X	
Sustainability training and communications for employees.			X	
Partnership working with local groups and organisations to support sustainable development.			X	
Financial aspects of sustainable development are considered in line with policy requirements and commitments.			X	

