

ARMAGH CITY BANBRIDGE AND CRAIGAVON BOROUGH COUNCIL

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AMENDMENT RECORD SHEET

Remove and destroy old pages. Insert new pages as indicated.

Revision Number	Page Number	Date Revised	Description of Revision

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1. Introduction

Armagh City, Banbridge and Craigavon Borough Council is committed to ensuring the health, safety and well-being of its employees and ensuring everyone is treated with dignity and respect.

The menopause is a natural process, which usually happens between the ages of 45-55 and for many can be positively managed through lifestyle adjustments. However, Council recognises that for some the menopause is not always an easy transition and many employees will be working through the natural age of the peri-menopause period and beyond.

With this in mind, the organisation is committed to supporting employees who are affected in any way by the menopause and to support and inform managers so that employees reporting issues are treated fairly and given appropriate support.

2. Scope

This policy applies to all Council employees because we recognise that while we predominantly refer to 'women', we also appreciate that the menopause and menopausal symptoms can impact people of all genders. Anyone can be affected by hormonal changes during their lives for a number of reasons, including pregnancy, fertility treatment, gender transitioning, conditions requiring hormone treatment as well as the menopause.

3. Aims

The aim of this Policy is

- To support employees to remain at work
- To raise awareness of menopause, the related issues and how this can affect employees.
- To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing Menopausal issues and ask for support and adjustments, if required.
- To provide guidance and direction on how to support employees who raise menopausal issues.

To inform managers of the potential symptoms of menopause, how this can affect employees and what can be done to support individuals including reasonable adjustments.

4. Definitions

Menopause – The menopause is a natural part of ageing and refers to the time in life when periods stop and the natural reproductive cycle ends. It usually occurs between the ages of 45 and 55 with the average age being 51.

Premature ovarian insufficiency (premature menopause) – Approximately 1 in 100 affected people will experience menopause before 40 years of age (naturally or as an effect of a medical condition or treatment).

Peri-menopause – the time leading up to menopause when menopausal symptoms can be experienced. Symptoms can start a few months or even years before periods stop.

Post-menopause – The time after the last period.

5. Symptoms of Menopause

According to the National Institute for Health Care and Excellence (NICE) the most commonly reported symptoms of menopause (hot flushes and night sweats) can occur in approximately 75% of cases with 25% being severely affected.

Symptoms are associated to a decrease in the body's production of the hormone oestrogen. Other factors such as diet and exercise, lifestyle and medication can also influence the symptoms.

It is important to note that not everyone will notice symptoms or need help and support. The most common symptoms include:

- Sleep disruption
- Fatigue
- Difficulty concentrating/memory problems/loss of confidence
- Mood disturbances including anxiety and depression
- Headaches
- Irregular Periods/heavy bleeding
- Bone and joint problems
- Hot Flushes
- Night sweats

Symptoms on average continue for 2-4 years however some individuals will experience symptoms for longer.

The nature of symptoms will vary from mild to severe. These symptoms can have a significant adverse impact on the quality of both personal and working life.

It is also important to note that the onset of menopause symptoms can also coincide with other health issues as well as potential caring responsibilities for elderly parents/relatives/children.

6. Roles and Responsibilities

Employees - All employees are responsible for:-

- Taking reasonable responsibility and care for their own health and well-being (see appendix 1 for sources of information and support).
- Being open to having conversations with managers. If for any reason they feel unable to speak to their manager they can also speak to a trusted colleague, any member of the Absence Team, human resources or a referral to Occupational Health.
- Upholding a positive working environment treating others with dignity and respect.

Line Managers

All line managers will:-

- Familiarise themselves with the Menopause Policy
- Be willing to have open discussions with employees about changes in their health including issues relating to the Menopause, treat the discussion sensitively and recognise that each individual's experience may differ.
- Use the guidance in section 8 to inform the discussion, reviewing together before agreeing with the individual how best they can be supported.
- Ensure on-going communication support where appropriate.
- If a member of staff is reporting on-going difficulties or concerns about their health at work consider a referral to Occupational Health for further advice.

Human Resources

Human Resources will:-

- Offer support to managers and employees on the interpretation of this Policy.
- Promote awareness-raising activities

Occupational Health

Occupational Health will:-

- Provide support and information to employees who are referred to the service to discuss health related issues as a result of menopause.
- Provide support and advice to employees, managers and HR in relation to workplace adjustments, if required.
- Signpost to appropriate sources of help and advice (see appendix 1)

7. Guidance for Managers Discussions with Employees

Regular, informal conversations between manager and employee can enable discussions about issues related to menopause. One of the most valuable things a manager can do is listen and respond sympathetically if issues relating to menopause are reported. These conversations can assist to identify support at work which can make a real difference with how employees cope with menopause. This may enable them to continue working well, productively and to remain at work.

It is important to note that employees experiencing menopausal issues (directly or indirectly) may feel uncomfortable or embarrassed to approach their manager. If a manager is aware of the symptoms associated with the menopause and how this can affect a person, this can greatly assist in promoting an environment where employees feel more confident to approach their manager and seek support, if required.

If an employee wishes to talk about changes in health including symptoms of menopause it is important to:

- Encourage the employee to discuss any relevant health concerns with their GP practice.
- Maintain confidentiality when handling health information (seek a private room/office and ensure any records are stored in a safe and confidential manner).
- Allow for sufficient time to have the conversation and encourage the employee to be open and honest when discussing any difficulties they may be experiencing.
- Explore with them ways in which they can be supported, if required (see section 9 for common symptoms and adjustments to consider)
- Provide details of support and external services available (appendix 1)

8. Symptoms and Suggested Adjustments to Consider

Hot Flashes – Can result in employees feeling uncomfortable and less tolerant of workplace temperatures.

- Review control of workplace temperature and ventilation – consider desktop fan in an office or locate desk closer to an opening window or away from a heat source.
- Access to drinking water
- Access to washroom facilities (take into consideration employees who travel or work in multiple locations)
- Avoid tight fitting uniforms.

- For staff who are not required to wear uniforms recommend loose fitting layers and cotton fabrics rather than manmade fibres.
- Access to a rest area/room for breaks if work involves prolonged periods of standing or sitting.
- Access to a quiet room/area for a short break to manage a severe hot flush.

Night Sweats/Sleep disruption – Can result in increased tiredness and fatigue.

- Consider flexible working hours (informal request) or temporary shift changes to accommodate difficulties which will be continuously reviewed.

Difficulty concentrating/Memory problems – Performance may be affected

- Regular supervision/review with manager for additional support, if required
- Review task allocation and workload
- Consider flexibility in working pattern or shift pattern; for example if concentration is better or worse at certain times of the day.
- Offer quiet place to work (if feasible; for example in office environments)
- Provision of noise cancelling headphones

Low mood/Depression/anxiety/panic attacks/loss of confidence – Can make work tasks more difficult to carry out and performance may be affected.

- Provide opportunity to openly discuss any concerns/difficulties
- Regular supervision/review with manager for additional support, if required
- Access to a quiet area
- Encourage that they discuss symptoms with their GP practice
- Signpost to sources of support including counselling (see appendix 1)
- Consider referral to Occupational Health

Headaches

- Access to drinking water
- Access to quiet space or area to take medication if required.

Irregular/heavy bleeding

- Access to toilet and washroom facilities
- May require more frequent short breaks

Bone and Joint problems – certain moving and handling tasks may be more uncomfortable

- risk assessments and moving and handling assessments, if required.
- Consider temporary adjustments or modifications to work tasks

Personal/intimate issues

- Advise to attend GP practice for advice
- Signpost to Menopause information sheet from the Menopause Service NHS (refer to appendix 1)

Appendix 1 - Sources of information/support

If you have troublesome menopausal symptoms please arrange to see your GP practice in the first instance who will be able to discuss management options with you.

You can also contact a member of the HR Absence Team located in the Armagh, Banbridge or Craigavon Offices.

Useful Resources

INSPIRE Confidential Counselling Service – 0800 389 5362

Menopause Matters

<https://www.menopausematters.co.uk/>

NHS Choices

https://www.nhs.uk/conditions/menopause/	
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Faculty of Occupational Health Medicine (FOM) Guidelines on Menopause in the Workplace

<http://www.fom.ac.uk/wp-content/uploads/Policy-on-menopause-and-the-workplace-v6.pdf>

National Institute for Health Care and Excellence (NICE) Policy on Menopause Diagnosis and Management

<https://cks.nice.org.uk/menopause>

British Menopause Society

<https://thebms.org.uk/>

CIPD Menopause at Work A Practical Guide for managers

Henpicked

<https://henpicked.net/menopause/>

Policy Screening Form

Policy Scoping

Policy Title: Menopause Policy

Brief Description of Policy (please attach copy if available). Please state if it is a new, existing or amended policy.

ABC is committed to supporting employees who are affected in any way by the menopause and to support and inform managers so that employees reporting issues are treated fairly and given appropriate support.

Intended aims/outcomes. What is the policy trying to achieve?

The policy aims to:

- To support employees to remain at work
- To raise awareness of menopause, the related issues and how this can affect employees.
- To break the stigma and taboo surrounding the menopause at work and to promote an environment in which employees feel confident in discussing Menopausal issues and ask for support and adjustments, if required.
- To provide guidance and direction on how to support employees who raise menopausal issues.
- To inform managers of the potential symptoms of menopause, how this can affect employees and what can be done to support individuals including reasonable adjustments.

Policy Framework

Has the policy been developed in response to statutory requirements, legal advice or on the basis of any other professional advice? Does this affect the discretion available to Council to amend the policy?

N/A

Are there any Section 75 categories which might be expected to benefit from the policy? If so, please outline.

Women generally

Who initiated or wrote the policy (if Council decision, please state). Who is responsible for implementing the policy?

Who initiated or wrote policy?

Aisling Knipe

Who is responsible for implementation?

The Council is responsible for implementation

Are there any factors which might contribute to or detract from the implementation of the policy (e.g. financial, legislative, other)?

N/A

Main stakeholders in relation to the policy

Please list main stakeholders affected by the policy (e.g. employee, service users, other statutory bodies, community or voluntary sector, private sector)

The procedure applies to all female employees of the Council.

Are there any other policies with a bearing on this policy? If so, please identify them and how they impact on this policy.

Corporate Health and Safety Policy

Available Evidence

Council should ensure that its screening decisions are informed by relevant data. What evidence/information (both qualitative and quantitative) have you gathered to inform this policy? Specify details for each of the Section 75 categories.

Section 75 category	Evidence
Religious belief	<p>This policy is applicable to female employees. There is 40% (525 employees) females in the workforce. Research on the effects of the menopause was taken into account in drafting the policy as well as the following legislation;</p> <p>The Health & Safety at Work (NI) Order 1978 (Amended 1998)</p> <p>The Sex Discrimination (N.I) Order as amended protects discrimination against people on the grounds of sex</p> <p>Employment Equality (Age) Regulations (N.I) 2006 protects discrimination against people on the grounds of age.</p> <p>Disability Discrimination Act (DDA) 1995 as amended protects discrimination against people on the grounds of disability. It is important to note that conditions linked to the menopause may meet the definition of an 'impairment' under the DDA and require reasonable adjustments</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

Needs, experiences and priorities

Taking into account the information gathered above, what are the different needs, experiences and priorities of each of the following categories in relation to this particular policy/decision?

Section 75 category	Needs, experiences and priorities
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Religious belief	<p>There is no evidence/information that the policy will have an adverse impact on any Section 75 category. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace.</p> <p>However, this policy applies to all Council employees because we recognise that while we predominantly refer to 'women', we also appreciate that the menopause and menopausal symptoms can impact people of all genders. Anyone can be affected by hormonal changes during their lives for a number of reasons, including pregnancy, fertility treatment, gender transitioning, conditions requiring hormone treatment as well as the menopause.</p> <p>Menopause usually happens between the ages of 45 – 55 and for many can be positively managed through lifestyle adjustments.</p> <p>Where symptoms cause a more severe impact on the daily life of a woman, this may satisfy the definition of a disability under the Disability Discrimination Act (DDA) 1995. This policy will ensure that support is available for female staff and managers are informed on what can be done to support individuals including when to apply reasonable adjustments.</p>
Political opinion	
Racial group	
Age	
Marital status	
Sexual orientation	
Men and women generally	
Disability	
Dependants	

Screening Questions

1. What is the likely impact on equality of opportunity for those affected by this policy for each of the Section 75 categories?

Category	Policy Impact	Level of impact (Major/minor/none)
Religious belief	None	Positive minor
Political opinion	None	Positive minor
Racial group		Positive minor
Age	Menopause usually happens between the ages of 45 – 55 and for many can be positively managed through lifestyle adjustments	Positive minor
Marital status		Positive minor
Sexual orientation		Positive minor
Men and women generally	There are no adverse impacts on any of the equality categories. Instead, the policy will have a positive impact on equality of	Positive minor

	<p>opportunity for women in the workplace.</p> <p>However, this policy applies to all Council employees because we recognise that while we predominantly refer to 'women', we also appreciate that the menopause and menopausal symptoms can impact people of all genders. Anyone can be affected by hormonal changes during their lives for a number of reasons, including pregnancy, fertility treatment, gender transitioning, conditions requiring hormone treatment as well as the menopause.</p> <p>Where symptoms cause a more severe impact on the daily life of a woman, this may satisfy the definition of a disability under the Disability Discrimination Act (DDA) 1995. This policy will ensure that support is available for female staff and managers are informed on what can be done to support individuals including when to apply reasonable adjustments.</p>	
Disability		Positive minor
Dependents		Positive minor

2. Are there opportunities to better promote equality of opportunity for people within the Section 75 categories?

Category	If yes, provide details	If no, provide reasons
Religious belief		There are no adverse impacts on any of the equality categories. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace.
Political opinion		
Racial group		
Age		
Marital status		
Sexual orientation		
Men and women generally		
Disability		

Dependents		
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3. To what extent is the policy likely to impact on good relations between people of different religious belief, political opinion, or racial group?

Category	Details of Policy Impact	Level of impact (major/minor/none)
Religious belief		None
Political opinion		None
Racial group		None

4. Are there opportunities to better promote good relations between people of different religious belief, political opinion or racial group?

Category	If yes, provide details	If no, provide reasons
Religious belief		No
Political opinion		No
Racial group		No

Multiple Identity

Generally speaking, people fall into more than one Section 75 category (for example: disabled minority ethnic people; disabled women; young Protestant men; young lesbian, gay and bisexual people). Provide details of data on the impact of the policy on people with multiple identities. Specify relevant s75 categories concerned.

No specific impacts have been identified for people with multiple identity. The policy will affect all female employees regardless of what equality category they fall within.

Disability Discrimination (NI) Order 2006

Is there an opportunity for the policy to promote positive attitudes towards disabled people?

N/A

Is there an opportunity for the policy to encourage participation by disabled people in public life?

N/A – internal use only policy.

Screening Decision

A: NO IMPACT IDENTIFIED ON ANY CATEGORY – EQIA UNNECESSARY

Please identify reasons for this below

There are no adverse impacts on any of the equality categories. Instead, the policy will have a positive impact on equality of opportunity for women in the workplace. It will support both female staff and inform managers on what can be done to support individuals including when to apply reasonable adjustments.

B: MINOR IMPACT IDENTIFIED – EQIA NOT CONSIDERED NECESSARY AS IMPACT CAN BE ELIMINATED OR MITIGATED

Where the impact is likely to be minor, you should consider if the policy can be mitigated or an alternative policy introduced. If so, an EQIA may not be considered necessary. You must indicate the reasons for this decision below, together with details of measures to mitigate the adverse impact or the alternative policy proposed.

N/A

C: MAJOR IMPACT IDENTIFIED – EQIA REQUIRED

If the decision is to conduct an equality impact assessment, please provide details of the reasons.

N/A

Timetabling and Prioritising

If the policy has been screened in for equality impact assessment, please answer the following questions to determine its priority for timetabling the equality impact assessment.

On a scale of 1-3 with 1 being the lowest priority and 3 being the highest, assess the policy in terms of its priority for equality impact assessment.

Priority criterion	Rating (1-3)
Effect on equality of opportunity and good relations	
Social need	
Effect on people's daily lives	

The total rating score should be used to prioritise the policy in rank order with other policies screened in for equality impact assessment. This list of priorities will assist the council in timetabling its EQIAs.

Is the policy affected by timetables established by other relevant public authorities? If yes, please give details.

Monitoring

Effective monitoring will help the authority identify any future adverse impact arising from the policy. It is recommended that where a policy has been amended or an alternative policy introduced to mitigate adverse impact, monitoring be undertaken on a broader basis to identify any impact (positive or adverse).

Further information on monitoring is available in the Equality Commission's guidance on monitoring (www.equalityni.org).

Identify how the impact of the policy is to be monitored

As this is a new ABC policy it will be reviewed in 12 months.

Approval and Authorisation

A copy of the screening form for each policy screened should be signed off by the senior manager responsible for that policy. The screening recommendation should be reported to the relevant Committee/Council when the policy is submitted for approval.

Screened by	Position/Job title	Date
Aisling Knipe	HR Operations Manager	30.09.2021
Approved by	Position/Job Title	Date
Niamh Shannon	Head of HR (Acting)	26.10.2021

Please forward a copy of the completed policy and form to:

mary.hanna@armaghbanbridgecraigavon.gov.uk

who will ensure these are made available on the Council's website.

The above officer is also responsible for issuing reports on a quarterly basis on those policies "screened out for EQIA". This allows stakeholders who disagree with this recommendation to submit their views. In the event of any stakeholder disagreeing with the decision to screen out any policy, the screening exercise will be reviewed.

RURAL NEEDS IMPACT ASSESSMENT (RNIA)



SECTION 1

Defining the activity subject to Section 1(1) of the Rural Needs Act (NI) 2016

1A. Name of Public Authority

Armagh, Banbridge and Craigavon Borough Council

1B. Please provide a short title which describes the activity being undertaken by the Public Authority that is subject to Section 1(1) of the Rural Needs Act (NI) 2016

Local Authority

1C. Please indicate which category the activity specified in Section 1B above relates to

Developing a	Policy	x	Strategy		Plan	
Adopting a	Policy	x	Strategy		Plan	
Implementing a	Policy	x	Strategy		Plan	
Revising a	Policy		Strategy		Plan	
Designing a Public Service						
Designing a Public Service						

1D. Please provide the official title (if any) of the Policy, Strategy, Plan or Public Service document or initiative relating to the category indicated in Section 1C above

Menopause policy

1E. Please provide details of the aims and/or objectives of the Policy, Strategy, Plan or Public Service

The policy aims to:-

- As outlined above.

SECTION 2

Understanding the impact of the Policy, Strategy, Plan or Public Service

1F. What definition of 'rural' is the Public Authority using in respect of the Policy, Strategy, Plan or Public Service?

Population Settlements of less than 5,000 (Default definition).	
Other Definition (Provide details and the rationale below).	
A definition of 'rural' is not applicable.	x

Details of alternative definition of 'rural' used.

n/a

Rationale for using alternative definition of 'rural'.

n/a

Reasons why a definition of 'rural' is not applicable.

n/a

2A. Is the Policy, Strategy, Plan or Public Service likely to impact on people in rural areas?

Yes

No

If the response is No go to Section 2E

2B. Please explain how the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas.

2C. If the Policy, Strategy, Plan or Public Service is likely to impact on people in rural areas differently from people in urban areas, please explain how it is likely to impact on people in rural areas differently.

2D. Please indicate which of the following rural policy areas the Policy, Strategy, Plan or

Public Service is likely to primarily impact on.

Rural Businesses	
Rural Tourism	
Rural Housing	
Jobs or Employment in Rural Areas	
Education or Training in Rural Areas	
Broadband or Mobile Communications in Rural Areas	
Transport Services or Infrastructure in Rural Areas	
Health or Social Care Services in Rural Areas	
Poverty in Rural Areas	
Deprivation in Rural Areas	
Rural Crime or Community Safety	
Rural Development	
Agri-Environment	
Other (Please state)	

If the response to Section 2A was YES GO TO Section 3A.

2E. Please explain why the Policy, Strategy, Plan or Public Service is NOT likely to impact on people in rural areas.

This is an internal policy applicable to employees only and has no impact on people in rural areas.

3B. Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural areas.

SECTION 3

Identifying the Social and Economic Needs of Persons in Rural Areas

If the response to Section 3A was YES GO TO Section 4A.

3A. Has the Public Authority taken steps to identify the social and economic needs of people in rural areas that are relevant to the Policy, Strategy, Plan or Public Service?

Yes No

If the Response is NO GO TO Section 3E.

Please indicate which of the following methods or information sources were used by the Public Authority to identify the social and economic needs of people in rural area

Consultation with Rural Stakeholders		Published Statistics	
Consultation with Other Organisations		Research Papers	

Surveys or Questionnaires		Other Publications	
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Other Methods or Information Sources (include details in Question 3C below).

3C. Please provide details of the methods and information sources used to identify the social and economic needs of people in rural areas including relevant dates, names of organisations, titles of publications, website references, details of surveys or consultations undertaken etc.

N/A

3D. Please provide details of the social and economic needs of people in rural areas which have been identified by the Public Authority?

N/A

SECTION 4

Considering the Social and Economic Needs of Persons in Rural Areas

3E. Please explain why no steps were taken by the Public Authority to identify the social and economic needs of people in rural areas?

This is an internal policy applicable to employees only.

4A. Please provide details of the issues considered in relation to the social and economic needs of people in rural areas.

N/A

SECTION 5

Influencing the Policy, Strategy, Plan or Public Service

5A. Has the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, been influenced by the rural needs identified?

Yes No

If the response is No go to Section 5C

5B. Please explain how the development, adoption, implementation or revising of the Policy, Strategy or Plan, or the design or delivery of the Public Service, has been

influenced by the rural needs identified.

5C Please explain why the development, adoption, implementation or reviewing of the Policy, Strategy or plan or the design or delivery of the Public service has NOT been influenced by the rural needs identified.

SECTION 6

Documenting and Recording

6A. Please tick below to confirm that the RNIA Template will be retained by the Public Authority and relevant information on the Section 1 activity compiled in accordance with paragraph 6.7 of the guidance

I confirm that the RNIA Template will be retained and relevant information compiled.

Rural Needs Impact Assessment undertaken by:	Aisling Knipe
Position/Grade:	HR Operations Manager
Department/Directorate	HR & OD
Signature:	
Date:	30.09.2021
Rural Needs Impact Assessment approved by:	
Position/Grade:	
Department/Directorate	
Signature:	
Date:	30.09.21