

**South Ayrshire Council**

**Report by Chief Executive  
to Cabinet  
of 1 November 2022**

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**Subject: Menopause at Work**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval for the implementation of new guidance for employees and managers on providing the right support to manage menopausal symptoms in the workplace.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes the work that has been undertaken in the development of the guidance; and**
- 2.1.2 approves the implementation of the new guidance document on menopause in the workplace (attached as Appendix 1).**

**3. Background**

- 3.1 South Ayrshire Council is committed to providing an inclusive and supportive working environment for everyone who works here. As well as being an important health and wellbeing matter, managing menopause in the workplace sensitively and effectively will help the Council retain and recruit skills and experience.
- 3.2 The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work and it is estimated that 1 in 6 women will be over 50 in the workplace, in the near future. In South Ayrshire Council circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as at 26 September 2022), therefore it becomes relevant for the Council to set out guidelines for employees and managers on providing the right support to manage menopausal symptoms at work.
- 3.3 This guidance is to be read in conjunction with the Framework for Maximising Attendance as this will apply if an employee is off sick due to menopause. It also links in with the Flexible Working Policy as flexibility, whether on a permanent or temporary basis, may be required to support employees affected by menopause. It is important to note that whilst managers are encouraged to be flexible as and when possible, it is not always feasible to grant employees' request due to service and operational exigencies.

#### **4. Proposals**

- 4.1 It is proposed to implement the guidance document (attached as Appendix 1). This will be used by managers in conjunction with existing policies such as the Framework for Maximising Attendance and the Flexible Working Policy.

#### **5. Legal and Procurement Implications**

- 5.1 There are no legal implications arising from this report.
- 5.2 There are no procurement implications arising from this report.

#### **6. Financial Implications**

- 6.1 Not applicable.

#### **7. Human Resources Implications**

- 7.1 The HR team will work with managers to ensure the guidance is followed. Specific training on the challenges of menopause in the workplace may be required for the HR team to support managers appropriately.

#### **8. Risk**

##### **8.1 *Risk Implications of Adopting the Recommendations***

- 8.1.1 There are no risks associated with adopting the recommendations.

##### **8.2 *Risk Implications of Rejecting the Recommendations***

- 8.2.1 Rejecting the recommendations may impact on the reputation of the Council.

#### **9. Equalities**

- 9.1 An Equality Impact Assessment (EQIA) – including the Fairer Scotland Duty in respect of any Strategic decision – has been carried out on the proposals contained in this report, which identifies potential positive and negative equality impacts and any required mitigating actions. The EQIA is attached as Appendix 2.

#### **10. Sustainable Development Implications**

- 10.1 ***Considering Strategic Environmental Assessment (SEA)*** – This report does not propose or seek approval for a plan, policy, programme or strategy or document otherwise described which could be considered to constitute a plan, programme, policy or strategy.

#### **11. Options Appraisal**

- 11.1 An options appraisal has not been carried out in relation to the subject matter of this report.

**12/**

## 12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitments 1 and 2 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness; and Closing the Gap/ Reduce poverty and disadvantage.

## 13. Results of Consultation

13.1 There has been no public consultation on the contents of this report.

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and the contents of this report reflect any feedback provided.

13.3 Consultation has taken place with the Trade Unions who are in agreement with the proposals as set out in paragraph 4 above.

## 14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Chief Executive will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Upload the Guidance to The Core	30 November 2022	Chief HR Adviser
The guidance is communicated out to managers via the Communications team (Yammer) and separate communication from HR to Service Leads	30 November 2022	Chief HR Adviser

**Background Papers**    **None**

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**Date:**    **19 October 2022**



# Menopause at Work Guidance

For Local Government Employees, Craft Operatives, Teaching Staff and Chief Officials

November 2022



## Contents

## Page

1. Introduction	3
2. Purpose	3
3. Scope	4
4. Definitions	4
5. Symptoms of Menopause	4
6. Roles and Responsibilities	5

## Appendices

Appendix 1	Managers' Guide
Appendix 2	Employees' Guide
Appendix 3	Further sources of information

## Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1		Guidance created and published	N. Cecconi	October 2023

## 1. Introduction

- 1.1 South Ayrshire Council is committed to providing an inclusive and supportive working environment for everyone who works here. As well as being an important health and wellbeing matter, managing menopause in the workplace sensitively and effectively will help the Council retain and recruit skills and experience.
- 1.2 Menopause is when your periods stop due to lower hormone levels. This usually occurs between the ages of 45 and 55. It can sometimes happen earlier naturally or for reasons such as surgery and treatments. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work.
- 1.3 The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work. In the future, it is estimated that 1 in 6 women will be over 50 in the workplace. In South Ayrshire Council circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as at 26 September 2022).
- 1.4 It is important to note that members of the trans and non-binary community can also experience menopause symptoms if they are taking hormonal treatments.
- 1.5 There are two main strands of law that may relate to menopause.
- The **Equality Act 2010** protects employees against discrimination. Employers have a duty not to discriminate against certain protected characteristics, such as age, sex, and disability. Detrimental treatment related to menopause could represent direct or indirect sex discrimination on any or all of these protected characteristics. In addition, conditions linked to menopause may meet the definition of an 'impairment' under the Equality Act 2010 and may require reasonable adjustments to be implemented.
  - The **Health and Safety at Work Act 1974** requires employers to ensure the health and safety of all workers. Within this, employers are required to perform risk assessments, which should include any specific risks to menopausal employees.
- 1.6 This document sets out the guidelines for employees and managers on providing the right support to manage menopausal symptoms at work. Although it is not contractual and does not form part of the Council's Terms and conditions of employment, it has been developed jointly with the Trades Unions in line with the principles of partnership working.
- 1.7 This guidance is to be read in conjunction with the **Framework for Maximising Attendance** as this will apply if an employee is off sick due to menopause. The guidance also links in with the **Flexible Working** Policy as flexibility, whether on a permanent or temporary basis, may be required to support employees affected by menopause. It is important to note that whilst managers are encouraged to be flexible as and when possible, it is not always feasible to grant employees' request due to service and operational exigencies.

## 2. Purpose

- 2.1 The aims of this guidance are to:
- Educate and inform managers about the potential symptoms of menopause, how these symptoms can affect employees and how they can support employees at work.
  - Raise a greater awareness and understanding of menopause amongst the workforce.
    - Create a safe and supporting working environment where employees feel confident enough to raise issues about their symptoms and ask for additional support.



### 3. Scope

- 3.1 This guidance applies to all South Ayrshire Council employees, affected directly or indirectly by menopause, and managers.
- 3.2 Nothing contained in this guidance replaces the provisions of the Scottish Negotiating Committee for Teachers Handbook of Conditions of Service.

### 4. Definitions

- 4.1 The menopause is a natural part of ageing for women and usually occurs between 45 and 55 years of age, however, it may naturally start earlier or later as hormone levels decline. Some go through the menopause with little or no impact on their daily life, whilst others may experience more severe and long-term symptoms.

**Perimenopause** is the period leading up to menopause, where hormone production declines which may cause women to experience various changes and menopausal symptoms. It can be years before menopause. It can be brought on early by surgery, some breast cancer treatments, chemotherapy, radiotherapy, or other underlying condition.

**Menopause** is defined as a biological stage in a woman's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months. The average age for a woman to reach menopause is 51.

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

### 5. Symptoms of Menopause

- 5.1 Menopause can cause a wide range of physical and psychological symptoms. Majority of menopausal women experience symptoms; however, these can fluctuate and be felt to varying degrees. Though this list is not exhaustive, some of the most common symptoms are shown below.

Physical Symptoms	Psychological Symptoms
<ul style="list-style-type: none"> <li>○ Headaches</li> <li>○ Palpitations – Heartbeats that suddenly become more noticeable</li> <li>○ Joint stiffness</li> <li>○ Joint aches and pains</li> <li>○ Hair loss</li> <li>○ Skin changes – dryness, acne, and general itchiness</li> <li>○ Heavy/Irregular periods</li> <li>○ Weight loss/weight gain</li> <li>○ Headaches</li> <li>○ Hot flushes - Short, sudden feelings of heat</li> </ul>	<ul style="list-style-type: none"> <li>○ Difficulty sleeping</li> <li>○ Problems with concentration or memory</li> <li>○ Mood changes – Such as anxiety or low mood</li> <li>○ Loss of libido</li> <li>○ Loss of confidence</li> <li>○ Panic attacks</li> </ul>

## 6. Roles and Responsibilities

### 6.1 **Employees** are responsible for:

- Taking personal responsibility to look after their health.
- Being open and honest in conversations with line managers. If an employee feels unable to speak to their line manager, they can speak to the HR team or contact their trade union.
- Being willing to help and support their colleagues.

### 6.2 **Line Managers** should:

- Familiarise themselves with this 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.
- Consult with the HR team before agreeing reasonable adjustments with the employee.
- Record any reasonable adjustments agreed and actions to be implemented.
- Ensure ongoing conversations take place and that agreed adjustments are regularly reviewed.

### 6.3 **Human Resources** will:

- Offer guidance to managers and employees including signposting to appropriate support.
- Monitor and evaluate the effectiveness of this guidance in respect of absence levels, changes to the legislator framework and feedback from managements and employees.

### 6.4 **Occupational Health** will:

- Provide support and advice to Human Resources and Line Managers in determining whether reasonable adjustments are required and what these should be.
- Signpost to appropriate sources for help and advice.

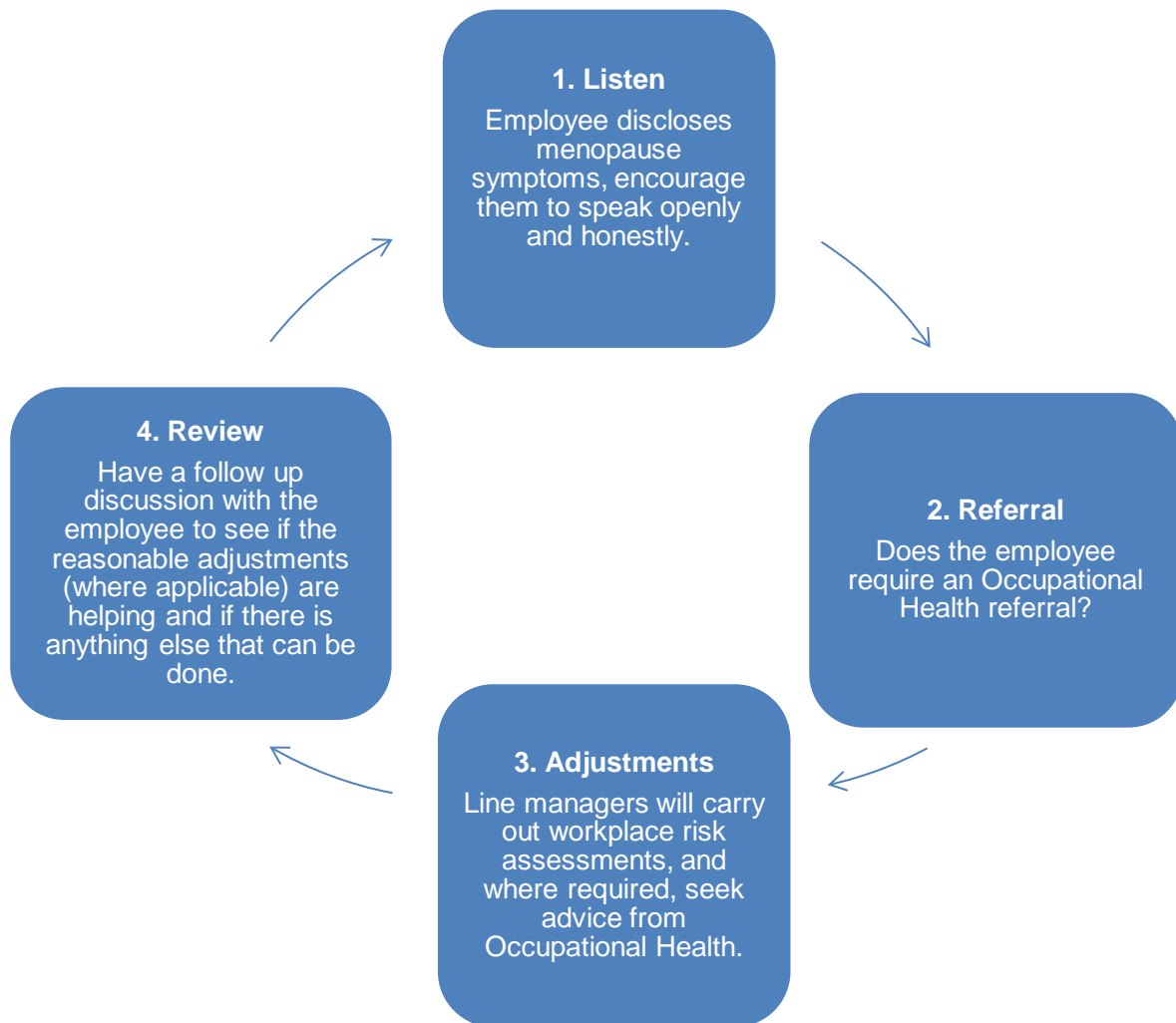


## Appendix 1 – Managers' Guide

### 1. Process Flow

The role of line managers in supporting those experiencing menopause transition is crucial. Effective management of team members with menopausal symptoms that are impacting on their work will help to improve the team's morale, retain valuable skills and talent, and reduce sickness absence.

Whilst we recognise that every employee is different, and it is, therefore, not feasible to set out a specific guideline for each circumstance, below there is a high-level flowchart that managers can follow when an employee discloses menopausal symptoms. Managers should always seek advice from the HR Team prior to agree adjustments with the employee.



### 2. Top Tips

- Building relationships based on trust, empathy and respect will make it easier for an employee to feel comfortable about raising a health issue like the menopause.
- Regular and informal one-to-ones with members of your team can provide the forum for a conversation about any changes to someone's health situation, including the menopause.
- Asking people how they are on a regular basis will help to create an open and inclusive culture and encourage someone to raise any concerns.
- Don't make assumptions - everyone is different, so take your lead from the individual.

### 3. Risk Assessments & Appropriate Adjustments

Certain aspects of a job or the workplace can represent a barrier for someone experiencing menopausal symptoms. As a manager, you have a responsibility to consider and put in place reasonable adjustments to alleviate or remove these barriers wherever possible, so that employees affected by the menopause can carry on performing in their role.

- Start by having a confidential, two-way conversation with the individual concerned, to identify the specific issues that person is experiencing.
- Consider involving relevant experts where appropriate, such as an occupational health practitioner, to help identify appropriate adjustments that could be put in place to help ease the impact of their symptoms on their work.
- Record any specific needs (and agreed adjustments) and review these at least annually.
- Symptoms of the menopause can fluctuate over time, so make sure you have regular discussions with the person concerned to ensure that the support still meets their needs.
- Discuss whether the employee has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety. If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to obtain specific advice.

The table below provides some possible adjustments that can be put in place to help with symptoms of the menopause. Given the wide variety of roles within the Council not all adjustments will be feasible/relevant in all cases, however, consideration should be given to those which could be accommodated and whether these would be helpful for the employee. Every case will be different and the conversations you have with the employee will be key to identifying their needs what adjustments may work for them.

Symptoms	Possible Adjustments
Sleep disruption and/or night sweats	<ul style="list-style-type: none"> <li>○ Consider a change to shift patterns or the ability to swap shifts on a temporary basis.</li> <li>○ Offer a flexible working arrangement, for example a later start and finish time.</li> <li>○ Allow someone to work from home on an ad hoc basis.</li> </ul>
Hot flushes and/or daytime sweats	<ul style="list-style-type: none"> <li>○ Look at ways to cool the working environment, for example open a window, move a desk close to a window or adjust the air conditioning.</li> <li>○ Provide easy access to cold drinking water and washrooms.</li> <li>○ Adapt uniforms to improve comfort.</li> </ul>
Heavy or irregular periods	<ul style="list-style-type: none"> <li>○ Provide easy access to washroom and toilet facilities.</li> <li>○ Allow for more frequent breaks to go to the toilet.</li> <li>○ Ensure sanitary products are available in washrooms.</li> <li>○ Make it easy to request extra uniforms if needed.</li> </ul>
Headaches and fatigue	<ul style="list-style-type: none"> <li>○ Consider a temporary adjustment to someone's work duties.</li> <li>○ Provide a quiet area to work if possible.</li> </ul>

	<ul style="list-style-type: none"> <li>○ Provide access to a rest room.</li> <li>○ Offer easy access to drinking water.</li> <li>○ Allow regular breaks and opportunities to take medication.</li> </ul>
Muscular aches and bone/joint pain	<ul style="list-style-type: none"> <li>○ Make any necessary temporary adjustments through review of risk assessments and work schedules.</li> <li>○ Allow someone to move around or stay mobile.</li> </ul>
Psychological effects (e.g., loss of confidence, poor concentration, anxiety)	<ul style="list-style-type: none"> <li>○ Encourage employees to discuss concerns at one-to-one meetings.</li> <li>○ Discuss possible adjustments to tasks and duties that are proving a challenge.</li> <li>○ Address work-related stress by carrying out a stress risk assessment.</li> <li>○ If feasible, provide access to a quiet space to work or the opportunity to work from home.</li> </ul>

#### 4. Support for employees indirectly affected by menopause

Managers should be aware that those employees whose partners are experiencing the menopause may be indirectly affected by this which may impact on their performance at work. If an employee's partner is experiencing significant physical or psychological symptoms, they may be concerned for their wellbeing. In some cases, this may lead to relationship problems or difficulties at home. The partner may also experience disrupted sleep & fatigue, anxiety or stress which may impact on their work. Supportive conversations with those employees and signposting to sources of information/support may be useful in these circumstances.

## Appendix 2 – Employee’s Guide

### Coping with the Menopause – help and self-help

Menopause can cause a wide range of physical and psychological symptoms that can last for several years. Most menopausal women experience symptoms, but everyone is different. Symptoms can fluctuate and be felt to varying degrees. The table below highlights a variety of coping mechanisms/adjustments which could work for you. There are a mixture of adjustments including those that you can make yourself and others that you can request are made at work.

Symptoms	Coping mechanisms
Sleep disruption	<ul style="list-style-type: none"> <li>○ Cool your bedroom, wear lighter clothes</li> <li>○ Take a bath, regulate your temperate and relax</li> <li>○ Meditate, calm state of mind</li> <li>○ Reduce caffeine intake</li> <li>○ Ask to be considered for flexible working</li> </ul>
Hot flushes and/or daytime/night sweats	<ul style="list-style-type: none"> <li>○ Breathing Techniques</li> <li>○ Avoid spicy/hot foods</li> <li>○ Drink plenty water</li> <li>○ Temperature Control/request a desk nearer natural ventilation if possible</li> <li>○ Dress in layers which can be removed if required</li> <li>○ Reduce alcohol consumption</li> </ul>
Heavy or irregular periods	<ul style="list-style-type: none"> <li>○ Request extra uniform</li> </ul>
Headaches and fatigue	<ul style="list-style-type: none"> <li>○ Ensure you have access to fresh drinking water</li> <li>○ Find/request a quiet space to work</li> <li>○ Have time out to take medications if needed</li> </ul>
Muscular aches and bone/joint pain	<ul style="list-style-type: none"> <li>○ Move around more or stay mobile if it helps</li> </ul>
Psychological effects (for example, loss of confidence, poor concentration, anxiety)	<ul style="list-style-type: none"> <li>○ Yoga, meditation, mindfulness techniques</li> <li>○ Massage and acupuncture</li> <li>○ Ask for a short break (natural light/fresh air can improve low mood)</li> </ul>

In addition to the above, if you are finding that your menopausal symptoms are affecting your wellbeing and capacity to work, you may also want to consider the following:

- Find out more about the menopause from sources of information available (see Appendix 3).
- Consider some healthier lifestyle changes – including stopping smoking, eating a healthy & balanced diet, the introduction of supplements, regular exercise.
- See your GP for advice on available treatment options and to review any medications you may currently be taking which may have an adverse impact on you during menopause.
- Discuss your practical needs with your line manager, HR Advisor, another manager you feel comfortable talking to or your trade union.
- Ask to be referred to Occupational Health to discuss support and possible work adjustments.
- If you feel able to do so, talk about your symptoms and solutions with colleagues, particularly those who are also experiencing symptoms.

Whilst you may not actually be going through the menopause yourself, you may still be affected by your partner’s experience. Managers and HR are aware that this can be an issue for employees and are there to provide support in the form of confidential conversations and signposting you to useful sources of information.



## Appendix 3

### Further sources of information to support women and raise awareness

- **NHS Information**  
[www.nhs.uk/conditions/menopause](http://www.nhs.uk/conditions/menopause)  
[www.nhs.uk/conditions/early-menopause](http://www.nhs.uk/conditions/early-menopause)
- **NICE Guidelines on Menopause diagnosis and treatment**  
 NICE guidelines provide advice on the care and support that should be offered to people who use health and care services.  
[www.nice.org.uk/guidance/ng23/ifp/chapter](http://www.nice.org.uk/guidance/ng23/ifp/chapter)
- **Menopause Matters**  
 This website provides independent up to date advice about the menopause, symptoms, and treatment options.  
[www.menopausematters.co.uk](http://www.menopausematters.co.uk)
- **Women's Health Concern**  
 This is a charitable organisation that aims to help educate and support women with their healthcare by providing unbiased, accurate information.  
[www.womens-health-concern.org](http://www.womens-health-concern.org)
- **Daisy Network**  
 Daisy Network is dedicated to providing information and support to women diagnosed with Premature Ovarian Insufficiency, also known as Premature Menopause  
<https://www.daisynetwork.org>
- **The Menopause Exchange**  
 The Menopause Exchange gives independent advice about the menopause, midlife, and post-menopausal health. They send out a free quarterly newsletter with useful impartial help and support.  
[www.menopause-exchange.co.uk](http://www.menopause-exchange.co.uk)
- **Menopause Cafes**  
 At the menopause café people, often strangers gather to eat cake, drink tea, and discuss menopause. This website includes guidance on how to set up your own menopause café.  
[www.menopausecafe-net](http://www.menopausecafe-net)
- **Manage my menopause**  
 Website for tailored menopausal advice for individuals provided by experts.  
[www.managemymenopause.co.uk](http://www.managemymenopause.co.uk)
- **My Menopause Doctor**  
 A website that aims to help empower women with the necessary information to make informed decisions regarding any treatment they may take to help turn the menopause into a positive experience that does not negatively impact their lives.  
[www.menopausedoctor.co.uk](http://www.menopausedoctor.co.uk)

**South Ayrshire Council**  
**Equality Impact Assessment including Fairer Scotland Duty**

**Section One: Policy Details\***

Name of Policy	<b>Menopause at Work Guidance</b>
Lead Officer (Name/Position)	Wendy Wesson (Chief HR Advisor)
Support Team (Names/Positions) including Critical Friend	Noemi Cecconi (HR Policies and Operations Coordinator)

\*The term Policy is used throughout the assessment to embrace the full range of policies, procedures, strategies, projects, applications for funding or financial decisions.

What are the main <b>aims</b> of the policy?	<ul style="list-style-type: none"> <li>To set out the guidelines for employees and managers on providing the right support to manage menopausal symptoms at work.</li> </ul>
What are the intended <b>outcomes</b> of the policy?	<ul style="list-style-type: none"> <li>To provide an inclusive and supportive working environment for every employee.</li> <li>To be an employer of choice and support the Council in retaining and recruiting skills and experience by managing menopause in the workplace sensitively.</li> <li>To recognise that menopause affects a good portion of our workforce. Circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as at 26 September 2022).</li> </ul>

**Section Two: What are the Likely Impacts of the Policy?**

Will the policy impact upon the whole population of South Ayrshire and/or particular groups within the population? (please specify)	This arrangement will only impact employees who are affected by menopause.
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**Considering the following Protected Characteristics and themes, what likely impacts or issues does the policy have for the group or community?**

**List any likely positive and/or negative impacts.**

Protected Characteristics	Positive and/or Negative Impacts
<b>Age:</b> Issues relating to different age groups e.g. older people or children and young people	Positive Impact - circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as 26 September 2022).
<b>Disability:</b> Issues relating to disabled people	No anticipated impact
<b>Gender Reassignment – Trans/Transgender:</b> Issues relating to people who have proposed, started or completed a process to change his or her sex	The guidance recognises that menopause can affect employees who have undergone gender re-assignment.
<b>Marriage and Civil Partnership:</b> Issues relating to people who are married or are in a civil partnership	No anticipated impact
<b>Pregnancy and Maternity:</b> Issues relating to woman who are pregnant and/or on maternity leave	No anticipated impact
<b>Race:</b> Issues relating to people from different racial groups, (BME) ethnic minorities, including Gypsy/Travellers	No anticipated impact
<b>Religion or Belief:</b> Issues relating to a person's religion or belief (including non-belief)	No anticipated impact
<b>Sex:</b> Gender identity: Issues specific to women and men/or girls and boys	Positive impact on majority of the Council workforce (73% are women)
<b>Sexual Orientation:</b> Issues relating to a person's sexual orientation i.e. LGBT+, heterosexual/straight	No anticipated impact

<b>Equality and Diversity Themes Relevant to South Ayrshire Council</b>	
<b>Health</b> Issues and impacts affecting people's health	Positive – the guidance is designed to support employees during menopause (either self-help or management support or from other resources such as Occupational health)
<b>Human Rights:</b> Issues and impacts affecting people's human rights such as being treated with dignity and respect, the right to education, the right to respect for private and family life, and the right to free elections.	No anticipated impact
<b>Socio-Economic Disadvantage</b>	
<b>Low Income/Income Poverty:</b> Issues: cannot afford to maintain regular payments such as bills, food and clothing.	No anticipated impact
<b>Low and/or no wealth:</b> Issues: enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	No anticipated impact
<b>Material Deprivation:</b> Issues: being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	No anticipated impact
<b>Area Deprivation:</b> Issues: where you live (rural areas), where you work (accessibility of transport)	No anticipated impact



### Section Three: Evidence Used in Developing the Policy

<p><b>Involvement and Consultation</b> In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? <b>Who</b> did you involve, <b>when</b> and <b>how</b>?</p>	<p>The Trade Unions have been consulted via the Trade Union Liaison Meetings.</p>
<p><b>Data and Research</b> In assessing the impact set out above what evidence has been collected from research or other data. Please specify <b>what</b> research was carried out or data collected, <b>when</b> and <b>how</b> this was done.</p>	<p>We have undertaken extensive research and looked at resources such as CIPD/ACAS, plus the guidances already set out in North Ayrshire and East Ayrshire Council.</p>
<p><b>Partners data and research</b> In assessing the impact(s) set out in Section 2 what evidence has been provided by partners?  Please specify partners</p>	<p>N/A</p>
<p><b>Gaps and Uncertainties</b> Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?</p>	<p>N/A</p>

### Section Four: Detailed Action Plan to address identified gaps in: a) evidence and b) to mitigate negative impacts

No.	Action	Responsible Officer(s)	Timescale
	N/A		

**Note: Please add more rows as required.**

### Section Five - Performance monitoring and reporting

Considering the policy as a whole, including its equality and diversity implications:

When is the policy intended to come into effect?	Once approved by Cabinet
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When will the policy be reviewed?	Arrangements will be reviewed on an annual basis to ensure the guidance is effective. We will seek feedback from employees affected by menopause as part of the review.
Which Panel will have oversight of the policy?	Cabinet

**Section 6**

**South Ayrshire Council**

**Appendix .....**

**Summary Equality Impact Assessment Implications & Mitigating Actions**

**Name of Policy:** Menopause at Work Guidance

This policy will assist or inhibit the Council’s ability to eliminate discrimination; advance equality of opportunity; and foster good relations as follows:

<b>Eliminate discrimination</b>
No impact
<b>Advance equality of opportunity</b>
No impact
<b>Foster good relations</b>
No impact
<b>Consider Socio-Economic Disadvantage (Fairer Scotland Duty)</b>
No impact

<b>Summary of Key Action to Mitigate Negative Impacts</b>	
<b>Actions</b>	<b>Timescale</b>
Arrangements will be reviewed on an annual basis to ensure the guidance is effective. We will seek feedback from employees affected by menopause as part of the review.	Annually

**Signed:** Wendy Wesson (Chief HR Advisor)

**Date:** 27<sup>th</sup> September 2022