



Newquay Council

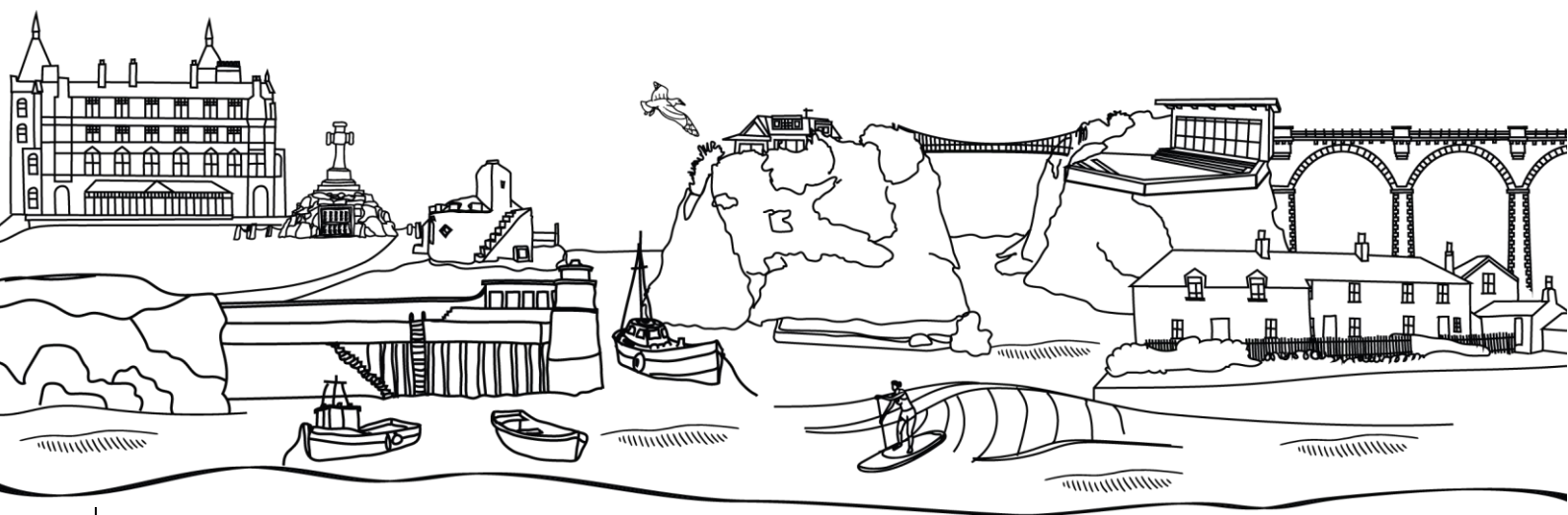
Corporate Service

Name of Policy:

Menopause Policy

Date of Inception:

06 May 2026



This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

Policy/Procedure File Status			
Version	1.0	Approving Body	Full Council
Date	19.02.2026	Date of Approval	06 May 2026
Responsible Officer	People Manager	Minute Reference	036/26(N)(1)
Oversight Committee	G&R Committee	Review Date	May 2027

Version History			
Date	Version	Author/Editor	Comments
19.02.2026	1.0	People Manager	

Review Record				
Date	Type of Review Conducted	Stage Completed	Summary of Actions Taken or Decisions Made	Completed By
19.02.2026	Policy created	19.02.2026		People Manager

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1.0 Policy Background

Newquay Town Council is committed to fostering a supportive, inclusive and respectful working environment in which employees feel able to talk openly about how menopause-related symptoms may be affecting them at work, without any stigma.

The Council recognises that perimenopause and menopause can have a significant impact on physical and mental wellbeing and, in some cases, may affect an employee's attendance or performance at work. The purpose of this policy is to:

- Promote awareness and understanding of menopause;
- Encourage open and supportive conversations;
- Set out the support available to employees;
- Provide guidance to managers on responding appropriately and consistently.

This policy applies to all employees of Newquay Town Council. While councillors are not employees, they are expected to act in accordance with the Council's values and to support a respectful and inclusive working environment. This is not just an issue for women. It will affect trans men and some non-binary people, and men will be affected by it indirectly.

Most individuals experience symptoms during perimenopause and menopause due to changes in hormone levels. With the right support and medical treatment for their symptoms, their experience at work should not be affected.

This policy sets out the guidelines for members, employees and line managers on providing the right support to individuals to help them manage perimenopause and menopause symptoms at work.

In this policy, any reference to menopause also includes the perimenopause and post-menopause.

2.0 Legal Context

The Council recognises that, depending on the severity and duration of symptoms, menopause may amount to a disability under the Equality Act 2010 if it has a substantial and long-term adverse

effect on an individual's ability to carry out normal day-to-day activities.

In addition, issues relating to menopause may engage protections relating to sex, age and gender reassignment.

Where menopause symptoms meet the definition of a disability, the Council has a legal duty to consider reasonable adjustments.

The Council will also comply with its obligations under:

- The Equality Act 2010
- The Health and Safety at Work etc. Act 1974
- UK General Data Protection Regulation (UK GDPR) in respect of sensitive health data
- The NJC Green Book terms and conditions of employment

3.0 Symptoms of menopause

Menopause is a natural stage of life during which hormonal changes occur. Whilst commonly experienced between the ages of 45 and 55, it can occur earlier or later, including as a result of medical treatment.

Over 80% of women, trans men and some non-binary people experience symptoms due to changes in hormone levels. 25% of these experience symptoms which could be classed as severe and have a significant impact on their daily life.

There are four key stages:

- Pre-menopause: the time in life before any menopausal symptoms occur.
- Perimenopause: when menopausal symptoms occur due to hormone changes, but periods still happen (even if irregular).
- Menopause: when there has been no menstrual period for 12 consecutive months.
- Postmenopause: the time in life after 12 months with no period.

While menopausal symptoms vary greatly, they commonly include:

- Hot flushes
- Night sweats;
- Anxiety or low mood;
- Dizziness;
- Fatigue & trouble sleeping;
- Memory loss;

- Depression;
- Headaches or migraine;
- Joint stiffness, aches and pains;
- Reduced concentration and brain fog;
- Heavy periods;
- Loss of confidence and self-esteem.

4.0 Roles and Responsibility

4.1 Employees

Employees are encouraged to seek medical advice where appropriate and to inform their line manager or the Chief Executive if symptoms are affecting their work, so that supportive measures can be considered.

4.2 Line Managers

Line managers are responsible for:

- Creating an open and supportive environment;
- Treating disclosures sensitively and confidentially;
- Considering reasonable adjustments where appropriate;
- Seeking advice from the Chief Executive or People Manager where necessary;
- Referring to Occupational Health where appropriate and with the employee's knowledge

4.3 Chief Executive/People Manager

The Chief Executive will support the People Manager to:

- Provide guidance to managers;
- Ensure consistent application of this policy;
- Consider Occupational Health referrals where appropriate;
- Ensure compliance with employment law and NJC terms.

4.4 Elected Members

Recognise the legal obligations of the Council as an employer and ensure all policies, strategies and indeed the strategic direction given to the leadership team, recognises and reflects this policy, supporting employees accordingly.

5.0 Requesting Support

Employees who are finding it difficult to manage at work because of menopausal symptoms are encouraged to speak to the Chief Executive, People Manager or their line manager at the earliest opportunity to discuss what support may be available.

If an employee feels unable to speak to their line manager, they should approach the Chief Executive or the People Manager to ensure they are accessing the support needed.

Any health-related information disclosed will be treated as confidential and processed in accordance with data protection legislation. Information will only be shared on a need-to-know basis.

Support discussions may include consideration of temporary adjustments to working arrangements, changes to the working environment, or referral to Occupational Health.

Newquay Town Council encourages employees to be as open as possible about any particular issues that they are experiencing or adjustments that they might need to ensure that they are provided with the right level of support to improve their experience at work.

6.0 Working arrangements

Employees who require a permanent change to working arrangements, such as changing contracted hours, should refer to the Council's Flexible Working Policy. However, the Council recognises that for individuals affected by menopausal symptoms, the option to work flexibly on a temporary (rather than permanent) basis may be more appropriate. For example, this could include working from home, changing start and finish times, or taking more frequent breaks. This is not a definitive list.

Employees who feel that they would benefit from a temporary change to their working arrangements on an ad hoc basis because of sleep deprivation or other symptoms that may be impacting on their performance, should discuss and agree these with the Chief Executive and their line manager.

Temporary adjustments agreed under this policy will:

- Be confirmed in writing;
- Be subject to operational requirements;
- Be reviewed regularly to ensure they remain appropriate.

The Council will seek to facilitate/accommodate reasonable requests where practicable, taking account of service delivery needs.

7.0 Working environment

The Council acknowledges that workplace conditions may exacerbate symptoms.

There are a range of practical adjustments that the organisation may be able to consider in order to help make employees' working life easier.

Employees may request consideration of practical adjustments, such as (list not exhaustive):

- Provision of a desk fan;
- Access to drinking water;
- Moving to a cooler or better-ventilated area where feasible;
- Temporary relaxation of uniform requirements, where applicable;
- Access to suitable rest facilities.

Managers may also consider whether an individual workplace risk assessment is appropriate.

8.0 Sickness Absence relating to the menopause

If you are sick and unable to work, you should follow the procedure set out in the Council's Sickness Absence Policy.

Menopause-related absence will normally be recorded in accordance with standard sickness absence procedures. However, managers may exercise reasonable discretion in appropriate cases, particularly where adjustments are being explored.

Where appropriate, and with the employee's knowledge, the Council may seek advice from Occupational Health to:

- Assess the impact of symptoms on work;
- Recommend reasonable adjustments;
- Advise on fitness for work.

Occupational Health referrals are supportive in nature and should not be seen as disciplinary processes.

9.0 External Sources of Help

There are various organisations that provide help and support on the menopause including the [NHS](#) where you will find a range of further information and advice.

The following organisations and websites also provide advice and guidance:

- [Balance by Newson Health](#)
- [The British Menopause Society](#)
- [Women's Health Concern](#)
- [Menopause Matters](#)
- [Daisy Network for premature menopause](#)
- [Menopause Cafe](#)

10.0 Confidentiality and Data Protection

Information relating to an employee's health constitutes special category data under UK GDPR. The Council will ensure that such information is:

- Collected only where necessary;
- Stored securely;
- Accessed only by those with a legitimate need to know;
- Retained in accordance with the Council's data retention policies.

11.0 Monitoring and Review

This policy will be reviewed periodically to ensure it remains compliant with legislation, NJC terms and best practice and updated as necessary.

The Council will monitor implementation in line with its Public Sector Equality Duty.

12.0 Alternative Formats

Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Council Office on info@newquay.gov.uk.

13.0 Freedom of Information

In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website www.newquay.gov.uk

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