



AGENDA ITEM 8

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: MENOPAUSE POLICY REPORT
Meeting: CENTRAL SCOTLAND VALUATION JOINT BOARD
Date: 20TH MARCH 2020
Author: JANE WANDLESS, ASSISTANT ASSESSOR

1.0 INTRODUCTION

1.1 This report is seeking approval of the Menopause Policy.

2.0 BACKGROUND

2.1 Central Scotland Valuation Joint Board (CSVJB) is committed to ensuring that all employees are treated fairly and with dignity and respect.

2.2 CSVJB also has a duty of care towards any employee experiencing difficulties, including women who are experiencing symptoms associated with the menopause.

2.3 This Policy together with associated procedure and guidance provide information to all staff on the symptoms experienced by women affected by the menopause and provides information on what support is available to those affected.

2.4 This Policy and associated procedure and guidance was considered by the Staff Consultation Forum on the 11th December, 2019 and is a new Policy to CSVJB.

3. MENOPAUSE POLICY

3.1 A copy of the Menopause Policy is attached as Appendix 1 of this report.

4. RECOMMENDATION

I ask that the Board approves the new Menopause Policy.

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Jane Wandless
Assistant Assessor
Date: 5th March, 2020

Appendix 1: Menopause Policy

MENOPAUSE POLICY

Draft 1 – November 2019

DOCUMENT CONTROL SHEET:

Key Information:

Title:	Menopause Policy
Date Published:	
Version Number:	0.1
Document Type:	Policy
Document Status:	Draft
Author:	Jane Wandless
Approved by and Date:	

Revision History:

Version:	Date:	Summary of Changes	Name:	Changes Marked:

MENOPAUSE POLICY

1. Policy Statement

1.1 Central Scotland Valuation Joint Board (CSVJB) is committed to ensuring that all employees are treated fairly and with dignity and respect. CSVJB is also fully committed to improving the well-being of staff and, as an employer, has a duty of care towards any employee experiencing difficulties.

1.2 CSVJB will provide appropriate support to women who are experiencing symptoms associated with the menopause, whilst supporting line managers by providing guidance.

1.3 It is important that CSVJB understands the difficulties and anxieties of women currently going through this change and that we manage this issue by raising awareness, providing training and development for all line management and colleagues.

This policy will:

Inform managers about the potential symptoms of menopause, what the consequences can be and what role they can play to support those affected

Create an environment where women feel confident enough to raise issues about their symptoms and feel able to ask for reasonable adjustments at work

Promote the guidance which will provide direction and clarity on how to support women who raise menopause related issues, which also applies to those indirectly affected such as line managers, partners and colleagues

Support women experiencing menopausal symptoms to be able to stay at work and reduce absenteeism levels

2. Who does this policy apply to:

2.1 This policy applies to all employees of CSVJB.

3. Does the policy form part of my contract?

3.1 This policy is intended for guidance to employees and managers rather than contractual

4. Monitoring and Review

4.1 Both Clackmannanshire Council HR and Trade Union Representatives shall monitor the effectiveness of the procedure on an ongoing basis. Changes may result from employee, management and union feedback and/or from changes in employment legislation. Revisions and updates will be implemented by CSVJB following consultation with Staff Consultation Forum.

5. Equality Impact Assessment

Policy Name	Menopause Policy
Equality Impact Assessment	
Stage 1 EQIA completed	
Stage 2 EQIA completed	
* In no please provide rationale	
Date Approved	
Review Date	