

CYNGOR SIR CEREDIGION

Adroddiad i'r:	Cabinet
Dyddiad y Cyfarfod:	5 Medi 2023
Teitl:	Polisi Menopos
Diben yr adroddiad:	Cymeradwyo'r Polisi Menopos i'w roi ar waith
Er:	Penderfyniad
Portffolio Cabinet ac Aelod Cabinet:	Y Cynghorydd Bryan Davies, Arweinydd y Cyngor ac Aelod Cabinet ar gyfer Gwasanaethau Democraataidd, Polisi, Perfformiad a Phobl a Threfniadaeth

CEFNDIR

Mae Cyngor Sir Ceredigion wedi ymrwymo i ddarparu amgylchedd gwaith cynhwysol a chefnogol, lle mae pawb yn cael eu trin yn deg gydag urddas a pharch yn eu hamgylchedd gwaith. Mae hefyd wedi ymrwymo i iechyd, diogelwch a lles y gweithlu cyfan.

Mae'r menopos yn rhan naturiol o heneiddio, y cyfeirir ato'n aml fel 'y newid', ac mae'n cyfeirio at yr adeg pan na fydd y mislif wedi dod am 12 mis. Nid yw bob amser yn drawsnewidiad hawdd ond gyda'r cymorth cywir gall fod yn llawer gwell. Er nad yw pawb sy'n mynd drwy'r menopos yn dioddef o symptomau, bydd cefnogi'r rhai sydd yn dioddef o symptomau yn gwella eu profiad yn y gwaith.

Amcangyfrifir bod tua 1 ym mhob 3 pherson yn y DU naill ai wedi cyrraedd y menopos neu'n mynd drwyddo ar hyn o bryd. Mae data Cyngor Sir Ceredigion ym mis Hydref 2022 yn cofnodi bod 66.1% (1,355) o'r gweithlu corfforaethol (ac eithrio ysgolion) yn fenywod, gyda 34.1% (698) ohonynt rhwng 45 a 64 oed a gallent fod mewn oedran lle maent yn debygol o fod yn profi'r perimenopos neu wedi cyrraedd y menopos. Mae'n bwysig felly ein bod yn ystyried anghenion y grŵp hwn ac yn mynd ati'n rhagweithiol i reoli gweithlu sy'n amrywiol o ran oedran

POLISI MENOPOS

Mae'r Polisi Menopos drafft wedi'i ddatblygu i helpu'r rheini sy'n profi symptomau trafferthus yn gysylltiedig â'r menopos, ac i'w cefnogi nhw, eu cydweithwyr a'u rheolwyr i fynd i'r afael ag agweddau galwedigaethol symptomau'r menopos.

Nod y polisi yw:

- Meithrin amgylchedd lle gall gweithwyr ddechrau sgysiau neu gymryd rhan mewn trafodaethau ynglŷn â'r menopos yn agored ac yn gyfforddus a theimlo'n hyderus i ofyn am gymorth.
- Sicrhau bod pawb yn deall beth yw'r menopos, yn gallu cael sgysiau da yn hyderus, a bod polisi ac arferion y Cyngor yn glir iddynt, gyda chefnogaeth Adnoddau Dynol a'r Swyddog Iechyd a Lles Gweithwyr.
- Addysgu a hysbysu rheolwyr ynghylch symptomau posibl y menopos a sut y gallant gefnogi gweithwyr yn y gwaith.
- Lleihau absenoldeb oherwydd symptomau'r menopos.

- Rhoi sicrwydd i weithwyr ein bod yn gyflogwr cyfrifol, sydd wedi ymrwymo i gefnogi eu hanghenion yn ystod y menopos.

Mae'r polisi'n nodi rolau a chyfrifoldebau'r rheini sy'n ymwneud â chefnogi gweithwyr yr effeithir arnynt yn y gweithle. Mae'n rhoi trosolwg o symptomau'r menopos, eu heffaith, ac yn cynnig arweiniad i weithwyr a rheolwyr llinell ar y cymorth a'r wybodaeth sydd ar gael i'w helpu i ymdrin â'r materion sy'n codi o'r menopos.

Bydd y polisi, os cytunir arno, yn cael ei gefnogi ymhellach gydag arweiniad a gwybodaeth bellach ar yr adran Gweithwyr ar CeriNet a chymorth ymarferol i reolwyr yn y Pecyn Cymorth i Reolwyr ar CeriNet.

Bydd y Gwasanaeth Pobl a Threfniadaeth hefyd yn darparu cymorth pellach i'r rheini sy'n profi symptomau'r menopos drwy wneud y canlynol:

1. Darparu caffi menopos lle gall gweithwyr gwrdd â'i gilydd a chael cymorth a gwybodaeth. Bydd y sesiynau hyn yn cael eu cefnogi gan y Swyddog Iechyd a Lles Gweithwyr.
2. Darparu hyfforddiant ymwybyddiaeth o'r menopos i Reolwyr.

Llesiant Cenedlaethau'r Dyfodol:	Oes Aseiad Effaith Integredig wedi ei gwblhau? Os na, esboniwch pam	Oes
	Crynodeb:	
	Hirdymor:	Un o brif amcanion y polisi hwn yw cefnogi'r rheini sydd â symptomau trafferthus sy'n gysylltiedig â'r menopos a lleihau absenoldeb oherwydd y symptomau hyn. Gall hyn gynnwys cyflwyno addasiadau rhesymol dros dro i gefnogi gweithwyr i aros mewn gwaith yn y tymor byr, y tymor canolig a'r tymor hir.
	Cydweithio:	Mae ein partneriaid yn yr undebau llafur wedi chwarae rhan fawr yn natblygiad y polisi hwn.
	Cynnwys:	Mae rhanddeiliaid allweddol wedi bod yn rhan o'r gwaith o ddatblygu'r polisi hwn.
	Atal:	Un o brif amcanion y polisi hwn yw cefnogi'r rheini sydd â symptomau trafferthus sy'n gysylltiedig â'r menopos a lleihau absenoldeb oherwydd y symptomau hyn. Gall hyn gynnwys cyflwyno addasiadau rhesymol dros dro i gefnogi gweithwyr i aros mewn gwaith yn y tymor byr, y tymor canolig a'r tymor hir. Bydd sesiynau hyfforddi a chymorth priodol yn cael eu darparu.
	Integreiddio:	Bydd cymorth a hyfforddiant hefyd yn cael eu darparu i gydweithwyr a rheolwyr llinell gweithwyr sy'n profi symptomau'r menopos i godi

ymwybyddiaeth o effaith y symptomau ar y gweithiwr.

Argymhelliad:	Cymeradwyo'r Polisi Menopos atodedig.
Rheswm / Rhesymau dros y penderfyniad:	Cefnogi gweithwyr sy'n profi symptomau'r menopos a'u rheolwyr i fynd i'r afael ag agweddau galwedigaethol y broses naturiol hon.
Trosolwg a Chraffu:	Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol, 19 Gorffennaf 2023
Fframwaith Polisi:	Strategaeth Iechyd a Lles Gweithwyr
Amcanion Llesiant Corfforaethol:	Hybu'r economi, cefnogi busnesau a galluogi cyflogaeth Creu cymunedau gofalgwr ac iach
Goblygiadau Cyllid a Chaffael:	Dim
Goblygiadau cyfreithiol:	Dim
Goblygiadau staffio:	Dim
Goblygiadau eiddo / asedau:	Dim
Risg(iau):	Dim
Pwerau Statudol:	Dim
Papurau Cefndir:	Dim
Atodiadau:	Atodiad A- Polisi Menopos
Swyddog Arweiniol Corfforaethol:	Geraint Edwards, Swyddog Arweiniol Corfforaethol: Pobl a Threfniadaeth
Swyddog Adrodd:	Geraint Edwards
Dyddiad:	01/08/2023



Cyngor Sir CEREDIGION County Council
Pobl a Threfniadaeth | People and Organisation

DRAFFT

Polisi Menopos



Cynnwys

1. Cyflwyniad.....	3
2. Amcanion.....	3
3. Rolau a chyfrifoldebau.....	4
4. Diffiniadau.....	5
5. Trosolwg	6
6. Mynediad at gymorth a chamau gweithredu allweddol.....	7
7. Canllawiau cyffredinol i weithwyr	8
8. Canllawiau i reolwyr	8

DRAFT

1. Cyflwyniad

Mae Cyngor Sir Ceredigion wedi ymrwmo i ddarparu amgylchedd gwaith cynhwysol a chefnogol, lle mae pawb yn cael eu trin yn deg a chydag urddas a pharch. Mae hefyd wedi ymrwmo i iechyd, diogelwch a lles y gweithlu cyfan.

Mae'r polisi hwn yn defnyddio iaith niwtral o ran rhywedd er mwyn sicrhau ei fod yn gynhwysol i bawb a allai brofi symptomau'r menopos.

Bydd hyd at draean o'r rheini sy'n mynd drwy'r menopos yn profi symptomau difrifol a all effeithio ar ansawdd eu bywyd. Achosir symptomau'r menopos gan newidiadau mewn lefelau oestrogen, mae hyn yn golygu y gall y symptomau hyn hefyd effeithio ar ddynion traws a phobl anneuaid.

Mae'r menopos, y cyfeirir ato'n aml fel 'y newid', yn rhan naturiol o'r broses heneiddio o ganlyniad i hormonau'n gostwng, sydd yn y pen draw yn arwain at bwynt pan fydd y mislif wedi dod i ben. Nid yw bob amser yn drawsnewidiad hawdd, ond gyda'r cymorth cywir, gall fod yn llawer gwell. Er nad yw rhai pobl yn dioddef o symptomau, bydd cefnogi'r rheini sydd yn dioddef o symptomau yn gwella eu profiad yn y gwaith.

Nid yw'r menopos yn bwnc sy'n cael ei drafod yn eang a gellir ei gamddeall. Ein nod yw i bawb ddeall beth yw'r menopos, a gallu siarad amdano yn agored a heb deimlo cywilydd. Mae hwn yn fater i bawb, nid i'r rheini sy'n profi symptomau yn unig.

Mae'r Cyngor yn ymwybodol y gallai rhai o symptomau'r menopos fodloni'r diffiniad o 'nam' o dan Ddeddf Cydraddoldeb (2010). Felly, mae'n bwysig ystyried camau rhesymol i fynd i'r afael ag unrhyw risgiau penodol.

Gall profiadau a chanfyddiadau o'r menopos hefyd amrywio mewn perthynas ag anabledd, oedran, hil, crefydd, cyfeiriadedd rhywiol neu statws priodasol/partneriaeth sifil. Mae'n bwysig cydnabod y gallai profiad unigolion o'r menopos amrywio'n fawr am lawer o resymau.

Mae'r polisi hwn yn nodi'r canllawiau a'r cymorth sydd ar gael i weithwyr a rheolwyr ar ddarparu'r cymorth cywir i reoli symptomau'r menopos yn y gwaith. Nid yw'n gytundebol ac nid yw'n rhan o delerau ac amodau cyflogaeth. Fodd bynnag, os yw'r Cyngor yn dymuno diwygio'r Polisi Menopos, ymgynghorir â gweithwyr ar newidiadau arfaethedig drwy'r Undebau Llafur cydnabyddedig.

2. Amcanion

Amcanion y polisi hwn yw:

- Meithrin amgylchedd lle gall gweithwyr ddechrau sgysiau neu gymryd rhan mewn trafodaethau ynglŷn â'r menopos yn agored ac yn gyfforddus a themlo'n hyderus i ofyn am gymorth.
- Sicrhau bod pawb yn deall beth yw'r menopos, yn gallu cael sgysiau da yn hyderus, a'u bod yn deall polisi ac arferion y Cyngor yn glir, gyda chefnogaeth Adnoddau Dynol (AD) a'r Swyddog Iechyd a Lles Gweithwyr.
- Addysgu a hysbysu rheolwyr ynghylch symptomau posibl y menopos, a'r ffordd orau y gallant gefnogi gweithwyr yr effeithir arnynt yn y gwaith.

- Lleihau absenoldeb o ganlyniad i symptomau'r menopos.
- Sicrhau ein bod yn gyflogwr cyfrifol, sydd wedi ymrwymo i gefnogi pobl sy'n profi symptomau'r menopos.

3. Rolau a chyfrifoldebau

Gweithwyr

- Cyfrifoldeb personol i ofalu am eu hiechyd.
- Bod yn agored ac yn onest mewn sgysiau gyda'u rheolwr.
- Os na all aelod o staff siarad gyda'u rheolwr llinell am unrhyw reswm, gallant siarad gydag AD (adnoddaudynol@ceredigion.gov.uk), y Swyddog Iechyd a Lles Gweithwyr (iechydalles@ceredigion.gov.uk) neu gynrychiolydd o'u hundeb llafur.
- Anogir gweithwyr yr effeithir arnynt gan y menopos i geisio cymorth drwy eu Meddyg Teulu, iechyd galwedigaethol a sefydliadau allanol eraill.
- Gall gweithwyr sy'n profi symptomau'r menopos gael mynediad at gaffi menopos y Cyngor (grŵp cymorth).
- Cyfrannu at amgylchedd gwaith parchus a chynhyrchiol.
- Bod yn barod i helpu a chefnogi eu cydweithwyr.
- Deall unrhyw addasiadau angenrheidiol y mae eu cydweithwyr yn eu derbyn o ganlyniad i'w symptomau sy'n gysylltiedig â'r menopos.

Rheolwyr Llinell

- Ymglyfarwyddo â'r Polisi Menopos a'r Canllawiau i Rheolwyr ar CeriNet; mynychu hyfforddiant a sesiynau cyngor fel y bo'n briodol.
- Bod yn barod i gael trafodaethau agored ynglŷn â'r menopos, gwerthfawrogi natur personol y sgwrs, a thrin y drafodaeth mewn modd sensitif a phroffesiynol.
- Defnyddio'r canllawiau, cyfeirio ac adolygu ar y cyd â'r gweithiwr, cyn cytuno gyda'r unigolyn ar y ffordd orau i'w gefnogi, ac unrhyw addasiadau sydd eu hangen.
- Cofnodi'r addasiadau y cytunwyd arnynt, a'r camau i'w rhoi ar waith a sicrhau y cedwir at y rhain.
- Sicrhau deialog barhaus a threfnu dyddiadau adolygu.
- Pan fydd addasiadau'n aflwyddiannus, neu os yw'r symptomau'n achosi mwy o broblemau, dylai'r Rheolwr Llinell gael trafodaeth gydag AD ynglŷn ag atgyfeiriad at Iechyd Galwedigaethol am gyngor pellach.

Swyddog Iechyd a Lles Gweithwyr

- Darparu cyngor ac arweiniad cyfredol a chyfannol ynghylch a allai'r menopos fod yn cyfrannu at symptomau/lles ai peidio.
- Cyfeirio gweithwyr a rheolwyr at ffynonellau cymorth a chyngor priodol.
- Darparu cymorth a chyngor i Adnoddau Dynol a Rheolwyr Llinell wrth benderfynu a chytuno ar addasiadau, os oes angen.
- Monitro atgyfeiriadau oherwydd symptomau'r menopos, a darparu atgyfeiriadau ychwanegol, lle bo angen.

- Adolygu a diweddarau'r wybodaeth sydd ar gael ar CeriNet a ffynonellau mewnol eraill.
- Darparu hyfforddiant a sesiynau cymorth priodol e.e. Ymwybyddiaeth o'r Menopos a'r Caffi Menopos

Adnoddau Dynol (AD)

- Cynnig arweiniad i reolwyr ar ddehongli'r Polisi hwn a chanllawiau.
- Monitro a gwerthuso effeithiolrwydd y polisi hwn mewn perthynas â pherfformiad a lefelau absenoldeb cysylltiedig.

4. Diffiniadau

Yn y polisi hwn, defnyddir y gair 'menopos' i gwmpasu symptomau a brofir yn ystod y perimenopos, y menopos, ac ar ôl y menopos.

Y Perimenopos:

Y cyfnod o newid hormonaidd yn arwain at y menopos. Dyma'r adeg lle gall symptomau ddechrau ymddangos, a gall mislif fod yn afreolaidd neu'n drwm. Yn aml, gall y perimenopos bara rhwng pedair a phum mlynedd, ond i rai pobl gall barhau am lawer mwy o flynyddoedd, ac i eraill, gall bara ychydig fisoedd yn unig.

Y Menopos:

Y cam biolegol pan fydd y mislif yn dod i ben a bywyd atgenhedlu naturiol yn dod i ben. Yn ystod menopos 'naturiol' bydd yr ofariau yn rhoi'r gorau i gynhyrchu wyau a bydd hormonau'n disgyn islaw lefelau penodol. Yr oedran cyfartalog i berson gyrraedd y menopos yn naturiol yw 51.

Menopos Meddygol neu Lawfeddygol

Gall menopos meddygol neu lawfeddygol ddigwydd yn sydyn ar unrhyw oedran pan fydd yr ofariau'n cael eu difrodi gan gyflwr iechyd neu driniaethau penodol megis cemotherapi, radiotherapi neu lawdriniaeth.

Ar ôl y Menopos:

Dyma'r amser ar ôl i'r menopos ddigwydd, gan ddechrau pan nad yw person wedi cael mislif am ddeuddeg mis yn olynol.

Dyn Traws

Person a gofrestrwyd yn fenyw ar adeg ei eni, ond sy'n byw ac yn hunaniaethu fel dyn, a elwir yn ddyn trawsryweddol.

Anneuaidd

Hunaniaeth o ran rhywedd nad yw'n cydymffurfio â'r credoau deuaidd traddodiadol ynglŷn â rhywedd sy'n nodi bod pob unigolyn naill ai'n wryw neu'n fenyw yn unig.

5. Trosolwg

Mae'r menopos yn rhan naturiol o heneiddio. Yn ôl y GIG, mae symptomau'n aml yn parhau am 4 blynedd ar ôl y menopos, ond bydd tua 10% yn parhau i brofi symptomau am hyd at 12 mlynedd.

Fel arfer, mae'n broses naturiol sy'n cynnwys newid graddol ond weithiau gall fod yn sydyn ac yn ddwys.

Mae symptomau'r menopos yn amrywio a gallant gynnwys y canlynol, er nid yw'r rhestr yn cynnwys yr holl symptomau posibl:

- Pylliau o wres, crychguriadau'r galon, chwysu gyda'r nos, anhunedd a tharfu ar gwsg.
- Blinder, diffyg canolbwyntio.
- Cur pen, poenau yn y cymalau, llid ar y croen a chroen sych, chwysu mwy yn ystod y dydd, llygaid sych, colli gwallt.
- Problemau wrinol, mislif poenus, afreolaidd a/neu drwm.
- Iselder, gorbryder, pylliau o banig, diffyg canolbwyntio, newidiadau mewn hwylliau, problemau gyda'r cof, colli hyder.

Ni fydd pawb yn profi pob symptom ac efallai na fyddant yn digwydd yn barhaus, ond bydd tua 30-60% yn profi symptomau corfforol a/neu seicolegol ysbeidiol yn ystod y menopos.

Gall y symptomau hyn effeithio'n andwyol ar ansawdd bywyd personol a bywyd gwaith. Yn y gwaith, gallant achosi embaras, chwalu hyder a gallant fod yn straen i ddelio â nhw.

Gall newidiadau hormonaidd sy'n gysylltiedig â'r menopos hefyd effeithio ar iechyd yn y dyfodol yn ogystal â phrofiad o symptomau'r menopos. Mae rhai pobl angen cyngor a thriniaeth feddygol megis Therapi Amnewid Hormonau (HRT). Gall ceisio cyngor meddygol am symptomau sy'n gysylltiedig â'r menopos olygu amser i ffwrdd o'r gwaith ar gyfer apwyntiadau meddygol a/neu driniaeth. Gall HRT fod o fudd i rai pobl e.e., drwy helpu i leihau'r risg o osteoporosis mewn grwpiau risg uchel.

Gall pobl gael eu heffeithio mewn gwahanol ffyrdd ond dyma'r ffactorau yn y gweithle a all wneud bywyd gwaith yn anodd:

- Diffyg ymwybyddiaeth o'r menopos.
- Diffyg hyfforddiant i reolwyr ar y menopos.
- Diffyg asesiadau risg addas.
- Awyru gwael ac ansawdd aer gwael.
- Mynediad annigonol at ddŵr yfed.
- Mynediad annigonol at doiledau ac amseroedd egwyl anhyblyg.
- Agwedd negyddol neu ddigydyndeimlad gan reolwyr llinell/cydweithwyr.

Dangosodd ymchwil TUC Cymru (2017) fod tua 1 ym mhob 3 menyw yng Nghymru naill ai wedi cyrraedd y menopos neu'n mynd drwyddo bryd hynny. Mae data Cyngor Sir Ceredigion ym mis Hydref 2022 yn cofnodi bod 66.1% (1,355) o'r gweithlu corfforaethol (ac eithrio ysgolion) yn fenywod, gyda 34.1% (698) ohonynt rhwng 45 a 64 oed a gallent fod mewn oedran lle maent yn debygol o fod yn profi'r perimenopos neu wedi cyrraedd y

menopos. Mae rheswm da felly i ystyried anghenion y grŵp hwn a mynd ati'n rhagweithiol i reoli gweithlu sy'n amrywiol o ran oedran.

Nod y canllawiau ymarferol hyn yw helpu'r rhai sy'n profi symptomau trafferthus sy'n gysylltiedig â'r menopos, a'u cefnogi nhw a'u cydweithwyr a'u rheolwyr i fynd i'r afael ag agweddau galwedigaethol symptomau'r menopos.

6. Mynediad at gymorth a chamau gweithredu allweddol

Cydnabyddir bod y menopos yn brofiad personol iawn ac efallai y bydd angen lefelau gwahanol o gymorth. Yn yr un modd â phob cyflwr hirsefydlog sy'n gysylltiedig ag iechyd, mae'r Cyngor yn ymwybodol bod angen ymagwedd gydymdeimladol a chefnogaeth briodol gan reolwyr llinell i helpu gweithwyr i ddelio â'r materion sy'n codi o'r menopos.

Rydym yn annog gweithwyr i siarad â'u Rheolwr Llinell ond mae opsiynau eraill ar gael megis cysylltu â'r Tîm AD neu ofyn am gyngor gan y Swyddog Iechyd a Lles Gweithwyr.

Mae'r Cyngor wedi ymrwymo i sicrhau nad yw amodau yn y gweithle yn gwaethygu symptomau. Mae'n bosibl y bydd angen gwneud addasiadau dros dro yn y gweithle i gefnogi cydweithwyr sy'n profi'r menopos. Dylid ystyried y pwyntiau canlynol yn dibynnu ar symptomau'r gweithiwr:

1. Dylid cynnal asesiad risg er mwyn ystyried gofynion penodol cydweithwyr sy'n mynd drwy'r menopos a sicrhau na fydd yr amgylchedd gwaith yn gwaethygu eu symptomau. Bydd yr asesiad risg yn helpu i nodi unrhyw addasiadau posibl y gallai fod eu hangen.
2. Lle bo'n bosibl, dylai trefniadau amser gweithio fod yn ddigon hyblyg i sicrhau eu bod yn diwallu anghenion cydweithwyr sy'n mynd drwy'r menopos, a allai fod angen mynediad at weithio mwy hyblyg ar adegau er mwyn delio â'u symptomau, gan gynnwys dechrau'n hwyrach ar ôl anawsterau cysgu, gorfod gadael y gwaith yn sydyn neu gymryd mwy o seibiannau yn ystod y dydd. Dylid cytuno ar y trefniadau hyn gyda rheolwr llinell y gweithiwr.
3. Dylid ystyried ffactorau amgylcheddol. Mae'r mesurau sydd wedi cael eu hamlygu fel rhai defnyddiol yn cynnwys rheolaethau tymheredd ac awyru, megis defnyddio ffaniau. Gellid adolygu cynlluniau eistedd swyddfeydd hefyd i alluogi'r gweithiwr i eistedd ger y ffenestr, er mwyn iddynt addasu tymheredd yr ystafell yn ôl yr angen.
4. Dylid ystyried mynediad at ddŵr yfed oer a mynediad at gyfleusterau glanweithdra digonol yn y gweithle.
5. Gall iwniform waethygu symptomau o ran pyliau o wres a chwysu, felly lle bo hynny'n bosibl, efallai y bydd angen hyblygrwydd i alluogi gweithwyr i ymdopi â'r symptomau hyn.
6. Efallai y bydd angen gwneud addasiadau o ran dyletswyddau'r gweithiwr, gan y gall pyliau o wres fod yn anoddach ymdopi â nhw wrth ymgymryd â gwaith lle gall pobl weld yr unigolyn yn amlwg, megis yn ystod cyflwyniadau ffurfiol a chyfarfodydd ffurfiol.

7. Canllawiau cyffredinol i weithwyr

Mae cyngor hybu iechyd cyffredol yn tynnu sylw at bwysigrwydd dewisiadau ffordd o fyw cyn, yn ystod ac ar ôl y menopos, a buddion y canlynol:

- Darganfod mwy am y menopos drwy'r ffynonellau gwybodaeth sydd ar gael (gweler awgrymiadau ar CeriNet [yma](#)).
- Ymgynghori â'ch meddyg teulu ar reoli'r menopos a sicrhau nad rhesymau eraill sy'n gyfrifol am y symptomau.
- Trafod eich anghenion ymarferol gyda'ch rheolwr llinell, neu geisio cyngor gan y Swyddog Iechyd a Lles Gweithwyr neu AD.
- Defnyddio technoleg lle mae hyn yn ddefnyddiol, e.e., ar gyfer nodiadau atgoffa neu i gymryd nodiadau.
- Siarad am eich symptomau a datrysiadau gyda chydweithwyr, yn enwedig y rhai sydd hefyd yn profi symptomau. Gallai hyn gynnwys drwy Gaffi Menopos y Cyngor a gall helpu i weithio drwy strategaethau ymdopi.
- Bwyta'n iach – mae ymchwil wedi dangos y gall diet cytbwys helpu i leddfu rhai symptomau.
- Bwyta'n rheolaidd i osgoi amrywiadau mewn lefelau siwgr yn y gwaed.
- Gwisgo ffibrau naturiol i ganiatáu i'r corff reoli ei dymheredd.
- Yfed digon o ddŵr.
- Ystyried newidiadau i'ch ffordd o fyw, megis colli pwysau, rhoi'r gorau i ysmegu, a gwneud ymarfer corff yn rheolaidd.
- Sicrhau nad ydych yn yfed mwy na'r lefel a argymhellir o alcohol.
- Osgoi pethau sy'n sbarduno pyliau o wres (megis diodydd a bwyd poeth) yn enwedig cyn cyflwyniadau neu gyfarfodydd.
- Ystyried technegau ymlacio megis ymwybyddiaeth ofalgar a thechnegau eraill a allai fod o gymorth megis therapi gwybyddol ymddygiadol, oherwydd gall y rhain helpu i leihau effaith symptomau.

Gall yr uchod helpu gyda rhai o symptomau'r menopos a gall hefyd helpu i leihau'r risg o osteoporosis (esgyrn brau), diabetes a chlefyd y galon yn ddiweddarach mewn bywyd.

Anogir pobl sy'n profi symptomau'r menopos i fynd i Gaffi Menopos y Cyngor i gael rhagor o wybodaeth ac mae manylion cymorth ar gael [yma](#)

Gellir cael mynediad at ffynonellau gwybodaeth a chyngor pellach trwy'r dolenni ar CeriNet [yma](#)

8. Canllawiau i reolwyr

Mae'r Cyngor yn disgwyl i bob gweithiwr gael ei drin gydag urddas a pharch yn y gwaith.

Dylai sgysiau rheolaidd, anffurfiol am les a/neu oruchwyliaeth rhwng rheolwr a gweithiwr alluogi trafodaeth am unrhyw newidiadau mewn iechyd, gan gynnwys materion yn ymwneud â'r menopos. Gallai cydnabod bod hwn yn gyfnod normal mewn bywyd ac y gellir gwneud rhai addasiadau yn hawdd fod yn werthfawr. Gall sgysiau o'r fath nodi cymorth yn y gwaith a'u hannog i drafod unrhyw bryderon iechyd perthnasol gyda'u meddyg teulu.

Mae rhagor o wybodaeth a chymorth ar gael i Reolwyr drwy'r Pecyn Cymorth i Reolwyr ar CeriNet yma. Mae hyn yn cynnwys gwybodaeth ac arweiniad a chymorth ymarferol i helpu eich trafodaethau gyda gweithwyr yr effeithir arnynt, a sut y gellir gwneud addasiadau ar gyfer symptomau penodol.

Mae'n bosibl y bydd rhai gweithwyr yn amharod i gael trafodaethau ynglŷn â'u profiad o'r menopos gyda'u rheolwr llinell. Os felly, dylai rheolwyr llinell eu hatgyfeirio at Swyddogion AD a/neu'r Swyddog lechyd a Lles Gweithwyr.

Dylai gweithwyr y mae eu symptomau yn effeithio'n sylweddol ar eu gwaith neu eu presenoldeb yn y gwaith gael eu cyfeirio at lechyd Galwedigaethol (drwy AD) i gael cyngor meddygol ar y ffordd orau i ni eu cefnogi yn y gwaith.

Anogir pob rheolwr i fynychu hyfforddiant Ymwybyddiaeth o'r Menopos, gwiriwch yma i weld y dyddiadau sydd ar gael.

DRAFT

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



This **Integrated Impact Assessment tool** incorporates the principles of the Well-being of Future Generations (Wales) Act 2015 and the Sustainable Development Principles, the Equality Act 2010 and the Welsh Language Measure 2011 (Welsh Language Standards requirements) and Risk Management in order to inform effective decision making and ensuring compliance with respective legislation.

1. PROPOSAL DETAILS: (Policy/Change Objective/Budget saving)

Proposal Title	Menopause Policy				
Service Area	People & Organisation	Corporate Lead Officer	Geraint Edwards	Strategic Director	James Starbuck
Name of Officer completing the IIA	Geraint Edwards	E-mail	geraint.edwards2@ceredigion.gov.uk	Phone no	01545 572019

Please give a brief description of the purpose of the proposal

The draft Menopause Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.

The policy aims to:

- Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support.
- Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices
- Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work.
- Reduce absenteeism due to menopausal symptoms.
- Assure employees that we are a responsible employer, committed to supporting their needs during menopause

Who will be directly affected by this proposal? (e.g. The general public, specific sections of the public such as youth groups, carers, road users, people using country parks, people on benefits, staff members or those who fall under the protected characteristics groups as defined by the Equality Act and for whom the authority must have due regard).

Members of staff who may experience menopause symptoms, their colleagues and line managers

VERSION CONTROL: The IIA should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development, Welsh language and equality considerations wherever possible.

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Author	Decision making stage	Version number	Date considered	Brief description of any amendments made following consideration
	<i>e.g. Budget Process, LG, Scrutiny, Cabinet etc.</i>			<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal. Have you considered and applied the sustainable development principle and Well-being Goals?</i>
Geraint Edwards	Scrutiny	V1	22/06/2023	

COUNCIL STRATEGIC OBJECTIVES: Which of the Council's Strategic Objectives does the proposal address and how?

Boosting the economy, supporting businesses and enabling employment	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short medium and long term
Creating caring and healthy communities	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.
Providing the best start in life and enabling learning at all ages	-.
Creating sustainable, green and well-connected communities	-

NOTE: As you complete this tool you will be asked for **evidence to support your views**. These need to include your baseline position, measures and studies that have informed your thinking and the judgement you are making. It should allow you to identify whether any changes resulting from the implementation of the recommendation will have a positive or negative effect. Data sources include for example:

- *Quantitative data - data that provides numerical information, e.g. population figures, number of users/non-users*
- *Qualitative data – data that furnishes evidence of people's perception/views of the service/policy, e.g. analysis of complaints, outcomes of focus groups, surveys*
- *Local population data from the census figures (such as Ceredigion Welsh language Profile and Ceredigion Demographic Equality data)*
- *National Household survey data*
- *Service User data*
- *Feedback from consultation and engagement campaigns*
- *Recommendations from Scrutiny*
- *Comparisons with similar policies in other authorities*

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



- Academic publications, research reports, consultants' reports, and reports on any consultation with e.g. trade unions or the voluntary and community sectors, 'Is Wales Fairer' document.
- Welsh Language skills data for Council staff

2. SUSTAINABLE DEVELOPMENT PRINCIPLES: How has your proposal embedded and prioritised the five sustainable development principles, as outlined in the Well-being of Future Generations (Wales) Act 2015, in its development?

Sustainable Development Principle	Does the proposal demonstrate you have met this principle? If yes, describe how. If not, explain why.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the principle?
Long Term Balancing short term need with long term and planning for the future.	A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term.	Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.	Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work.
Collaboration Working together with other partners to deliver.	Our trade union partners have been heavily involved in the development of this policy.	Consultation documentation and feedback responses	
Involvement Involving those with an interest and seeking their views.	Key stakeholders have been involved. Our trade union partners have been heavily involved in the development of this policy.	Consultation documentation and feedback responses	

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



<p>Prevention Putting resources into preventing problems occurring or getting worse.</p>	<p>A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.</p>	<p>Menopause Awareness courses have already been implemented and a Menopause Café established. Advice and information will be made available on CeriNet</p>	
<p>Integration Positively impacting on people, economy, environment and culture and trying to benefit all three.</p>	<p>A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. The support and training will also be provided to their colleagues and line manager, raising awareness of the impact of the symptoms on the employee.</p>	<p>Evidence of involvement with senior managers and trade union partners in the formulation of the policy</p>	

3. WELL-BEING GOALS: Does your proposal deliver any of the seven National Well-being Goals for Wales as outlined on the Well-being of Future Generations (Wales) Act 2015? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal. We need to ensure that the steps we take to meet one of the goals aren't detrimental to meeting another.

Well-being Goal	Does the proposal contribute to this goal? Describe the positive or negative impacts.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to the goal?
<p>3.1. A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs.</p>			
<p>3.2. A resilient Wales Maintain and enhance biodiversity and ecosystems that support</p>			



<p>resilience and can adapt to change (e.g. climate change).</p>			
<p>3.3. A healthier Wales People's physical and mental wellbeing is maximised and health impacts are understood.</p>	<p>The Policy has been developed to help those experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms.</p> <p>The policy aims to:</p> <ul style="list-style-type: none"> ▪ Foster an environment in which employees can openly and comfortably instigate conversations or engage in discussions about menopause and feel confident to ask for support. ▪ Ensure everyone understands what menopause is, can confidently have good conversations, and are clear on the Council's policy and practices ▪ Educate and inform managers about the potential symptoms of menopause, and how they can support employees at work. ▪ Reduce absenteeism due to menopausal symptoms. ▪ Assure employees that we are a responsible employer, committed to supporting their needs during menopause 	<p>Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.</p>	<p>Educate and inform managers about the potential symptoms of menopause, and how they can best support affected employees at work</p>
<p>3.4. A Wales of cohesive communities Communities are attractive, viable, safe and well connected.</p>			



3.5. A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental well-being.			
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3.6. A more equal Wales People can fulfil their potential no matter what their background or circumstances. <i>In this section you need to consider the impact on equality groups, the evidence and any action you are taking for improvement.</i> <i>You need to consider how might the proposal impact on equality protected groups in accordance with the Equality Act 2010?</i> <i>These include the protected characteristics of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or beliefs, gender, sexual orientation.</i> Please also consider the following guide:: Equality Human Rights - Assessing Impact & Equality Duty	Describe why it will have a positive/negative or negligible impact. <i>Using your evidence consider the impact for each of the protected groups. You will need to consider do these groups have equal access to the service, or do they need to receive the service in a different way from other people because of their protected characteristics. It is not acceptable to state simply that a proposal will universally benefit/disadvantage everyone. You should demonstrate that you have considered all the available evidence and address any gaps or disparities revealed.</i>	What evidence do you have to support this view? <i>Gathering Equality data and evidence is vital for an IIA. You should consider who uses or is likely to use the service. Failure to use <u>data</u> or <u>engage</u> where change is planned can leave decisions open to legal challenge. Please link to involvement box within this template. Please also consider the general guidance.</i>	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts? <i>These actions can include a range of positive actions which allows the organisation to treat individuals according to their needs, even when that might mean treating some more favourably than others, in order for them to have a good outcome. You may also have actions to identify any gaps in data or an action to engage with those who will/likely to be effected by the proposal. These actions need to link to Section 4 of this template.</i>
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Age Do you think this proposal will have a positive or a negative impact on people because of their age? (Please tick ✓)				The Corporate workforce (i.e. excluding schools) is shown as being 66.1% (1,355) female and 34.1% (698) of whom were between 45 and 64 and could be at an age where they are likely to be experiencing the perimenopause or have reached menopause. A key aim of this	The Corporate workforce (i.e. excluding schools) is shown as being 66.1% (1,355) female and 34.1% (698) of whom were between 45 and 64	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Children and Young People up to 18	Positive	Negative	None/ Negligible			
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



People 18-50	Positive	Negative	None/ Negligible	policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.		
	✓					
Older People 50+	Positive	Negative	None/ Negligible			
	✓					

Disability Do you think this proposal will have a positive or a negative impact on people because of their disability? (Please tick ✓)				While it is not considered that the menopause is a disability, menopausal symptoms can constitute a disability in terms of the Equality Act whereby the symptoms have a long-term and substantial adverse effect on normal day-to-day-activities. The policy provides advice on menopause symptoms and mentions the possible need of reasonable adjustments.		Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Hearing Impairment	Positive	Negative	None/ Negligible			
	✓					
Physical Impairment	Positive	Negative	None/ Negligible			
	✓					
Visual Impairment	Positive	Negative	None/ Negligible			
	✓					
Learning Disability	Positive	Negative	None/ Negligible			
	✓					
Long Standing Illness	Positive	Negative	None/ Negligible			
	✓					
Mental Health	Positive	Negative	None/ Negligible			
	✓					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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Other	Positive	Negative	None/ Negligible			
			✓			
Transgender Do you think this proposal will have a positive or a negative impact on transgender people? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.	Trans people are likely to experience at least some menopausal symptoms. How a trans person experiences symptoms in later life may vary depending on the age at which they transitioned and when in time that was, as treatments have changed and developed over time.	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Transgender	✓					
Marriage or Civil Partnership Do you think this proposal will have a positive or a negative impact on marriage or Civil partnership? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
Marriage			✓			
Civil partnership	Positive	Negative	None/ Negligible			
			✓			
Pregnancy or Maternity Do you think this proposal will have a positive or a negative impact on pregnancy or maternity? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not		
Pregnancy	✓					

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Maternity	Positive	Negative	None/ Negligible	impact on this protected characteristic		
			✓			

Race Do you think this proposal will have a positive or a negative impact on race? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
White	Positive	Negative	None/ Negligible			
			✓			
Mixed/Multiple Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			
Asian / Asian British	Positive	Negative	None/ Negligible			
			✓			
Black / African / Caribbean / Black British	Positive	Negative	None/ Negligible			
			✓			
Other Ethnic Groups	Positive	Negative	None/ Negligible			
			✓			

Religion or non-beliefs Do you think this proposal will have a positive or a negative impact on people with different religions, beliefs or non-beliefs? (Please tick ✓)				The policy's aim of helping those who experiencing troublesome menopausal symptoms, and to support them, their colleagues and managers in tackling the occupational aspects of menopausal symptoms does not impact on this protected characteristic		
Christian	Positive	Negative	None/ Negligible			
			✓			
Buddhist	Positive	Negative	None/ Negligible			
			✓			

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

An integrated tool to inform effective decision making



Hindu	Positive	Negative	None/ Negligible			
			✓			
Humanist	Positive	Negative	None/ Negligible			
			✓			
Jewish	Positive	Negative	None/ Negligible			
			✓			
Muslim	Positive	Negative	None/ Negligible			
			✓			
Sikh	Positive	Negative	None/ Negligible			
			✓			
Non-belief	Positive	Negative	None/ Negligible			
			✓			
Other	Positive	Negative	None/ Negligible			
			✓			

Sex Do you think this proposal will have a positive or a negative impact on men and/or women? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.		Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Men	Positive	Negative	None/ Negligible			
			✓			
Women	Positive	Negative	None/ Negligible			
	✓					



Sexual Orientation Do you think this proposal will have a positive or a negative impact on people with different sexual orientation? (Please tick ✓)				A key aim of this policy is to support those with troublesome menopause symptoms and to reduce absenteeism due to these symptoms. This may include temporarily introducing reasonable adjustments to support employees to remain in work in the short, medium and long term. Appropriate training and support sessions will be delivered.	Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work
Bisexual	Positive	Negative	None/ Negligible		
	✓				
Gay Men	Positive	Negative	None/ Negligible		
			✓		
Gay Women / Lesbian	Positive	Negative	None/ Negligible		
	✓				
Heterosexual / Straight	Positive	Negative	None/ Negligible		
			✓		

Having due regards in relation to the three aims of the Equality Duty - determine whether the proposal will assist or inhibit your ability to eliminate discrimination; advance equality and foster good relations.

3.6.2. How could/does the proposal help advance/promote equality of opportunity?

You should consider whether the proposal will help you to: ● Remove or minimise disadvantage ● To meet the needs of people with certain characteristics ● Encourage increased participation of people with particular characteristics

The provision of support for those going through the menopause will allow them to continue working when that may not have been possible without that support.

3.6.3. How could/does the proposal/decision help to eliminate unlawful discrimination, harassment, or victimisation?

You should consider whether there is evidence to indicate that: ● The proposal may result in less favourable treatment for people with certain characteristics ● The proposal may give rise to indirect discrimination ● The proposal is more likely to assist or impeded you in making reasonable adjustments

The policy is intended to support those going through the menopause but will also inform and educate their colleagues and managers in the impact of troublesome symptoms on operational role . An element of the support will be to consider whether reasonable adjustments need to be put in place.

3.6.4. How could/does the proposal impact on advancing/promoting good relations and wider community cohesion?

You should consider whether the proposal with help you to: ● Tackle prejudice ● Promote understanding



Having due regard of the Socio-Economic Duty of the Equality Act 2010.
Socio-Economic Disadvantage is living in less favourable social and economic circumstances than others in the same society.
As a listed public body, Ceredigion County Council is required to have due regard to the Socio-Economic Duty of the Equality Act 2010. Effectively this means carrying out a poverty impact assessment. The duty covers all people who suffer socio-economic disadvantage, including people with protected characteristics.

3.6.5 What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to the proposal?
 Describe why it will have a positive/negative or negligible impact.

The provision of support for those going through the menopause will have a positive impact by allowing them to continue working when that may not have been possible without that support. Longer term sickness absence may have an impact on their income.

What evidence do you have to support this view?

Absence reasons are often recorded as a separate issue even though the symptom may be menopause related, thereby masking the data on employees absent due to troublesome menopause symptoms. By introducing the policy, and increasing awareness amongst the whole workforce it is expected that this will allow greater discussion and support directed at those who need it.

What action(s) can you take to mitigate any negative impacts or better contribute to positive impacts?

Educate and inform managers and colleagues about the potential symptoms of menopause, and how they can best support affected employees at work

<p>3.7. A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh Language are promoted and protected. <i>In this section you need to consider the impact, the evidence and any action you are taking for improvement. This in order to ensure that the opportunities for people who choose to live their lives and access services through the medium of Welsh are not inferior to what is afforded to those choosing to do so in English, in accordance with the requirement of the Welsh Language Measure 2011.</i></p>	Describe why it will have a positive/negative or negligible impact.	What evidence do you have to support this view?	What action (s) can you take to mitigate any negative impacts or better contribute to positive impacts?
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Will the proposal be delivered bilingually (Welsh & English)?	Positive ✓	Negative	None/ Negligible	The policy is bilingual policy and any engagement, communication or training		
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Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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				will be delivered in both Welsh and English		
Will the proposal have an effect on opportunities for persons to use the Welsh language?	Positive	Negative	None/ Negligible	Employees will have the same opportunity to the Welsh language whether this is by virtual means or face to face interaction		
			✓			
Will the proposal increase or reduce the opportunity for persons to access services through the medium of Welsh?	Positive	Negative	None/ Negligible	The strategy and policy are bilingual policy and any engagement, communication or training will be delivered in both Welsh and English		
			✓			
How will the proposal treat the Welsh language no less favourably than the English language?	Positive	Negative	None/ Negligible	The policy is bilingual policy and any engagement, communication or training will be delivered in both Welsh and English		
	✓					
Will it preserve promote and enhance local culture and heritage?	Positive	Negative	None/ Negligible			
			✓			

4. STRENGTHENING THE PROPOSAL: If the proposal is likely to have a negative impact on any of the above (including any of the protected characteristics), what practical changes/actions could help reduce or remove any negative impacts as identified in sections 2 and 3?

4.1 Actions.

What are you going to do?	When are you going to do it?	Who is responsible?	Progress
The policy will be reviewed periodically to ensure that it remains fit for purpose	Every 3 years	People & Organisaition	
Training for line managers will inform that changes to the health of an employee as a result of menopause symptoms will require human resources support	Training will be available annually for new managers and employees, and also as a refresher opportunity for those	Learning & Development	

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An integrated tool to inform effective decision making



	who have already completed the training		

4.2. If no action is to be taken to remove or mitigate negative impacts please justify why.
(Please remember that if you have identified unlawful discrimination, immediate and potential, as a result of this proposal, the proposal must be changed or revised).

4.3. Monitoring, evaluating and reviewing.

How will you monitor the impact and effectiveness of the proposal?

Following implementation the policy implementation will be monitored during the first 12 months and reviewed after 3 years

5. RISK: What is the risk associated with this proposal?

Impact Criteria	1 - Very low	2 - Low	3 - Medium	4 - High	5 - Very High
Likelihood Criteria	1 - Unlikely to occur	2 - Lower than average chance of occurrence	3 - Even chance of occurrence	4 - Higher than average chance of occurrence	5 - Expected to occur

Risk Description	Impact (severity)	Probability (deliverability)	Risk Score
If policy is not implemented, there may be inconsistencies in the support offer to individuals suffering from menopause symptoms	2	2	4

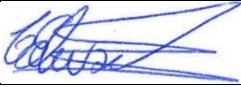

Does your proposal have a potential impact on another Service area?

The implementation of this policy will have a positive and cross-cutting impact for employees in all service areas

Cyngor Sir Ceredigion County Council - Integrated Impact Assessment (IIA)

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6. SIGN OFF			
Position	Name	Signature	Date
Service Manager			
Corporate Lead Officer	Geraint Edwards		23/06/2023
Strategic Director	James Starbuck		26/06/2023
Portfolio Holder	Cllr Bryan Davies		

Cyngor Sir CEREDIGION County Council

ADRODDIAD I'R:	Cabinet
DYDDIAD	5 Medi 2023
LLEOLIAD:	Hybrid/Siambr y Cyngor
TEITL:	Adborth gan y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol ar y Polisi Menopos
PWRPAS YR ADRODDIAD:	Rhoi adborth y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol yn dilyn y cyfarfod a gynhaliwyd ar 19 Gorffennaf 2023

Derbyniodd Aelodau'r Pwyllgor adroddiad ar y Polisi Menopos drafft a gyflwynwyd gan Arweinydd y Cyngor, gyda chymorth y swyddogion.

Roedd y Polisi Menopos drafft wedi'i ddatblygu i helpu'r rheini a oedd yn profi symptomau trafferthus yn gysylltiedig â'r menopos, ac i'w cefnogi nhw, eu cydweithwyr a'u rheolwyr i fynd i'r afael ag agweddau galwedigaethol symptomau'r menopos.

Bydd y Gwasanaeth Pobl a Threfniadaeth hefyd yn darparu cymorth pellach i'r rheini sy'n profi symptomau'r menopos drwy wneud y canlynol:

1. Darparu caffi menopos lle gall gweithwyr gwrrdd â'i gilydd a chael cymorth a gwybodaeth. Bydd y sesiynau hyn yn cael eu cefnogi gan y Swyddog Iechyd a Lles Gweithwyr.
2. Darparu hyfforddiant ymwybyddiaeth o'r menopos i Reolwyr.

ARGYMHELLIAD:

Yn dilyn trafodaeth, gofynnwyd i'r Aelodau ystyried yr argymhelliad canlynol i'r Cabinet:

- Argymell bod y Cabinet yn cymeradwyo'r Polisi Menopos.

RHESWM DROS YR ARGYMHELLIAD:

- Cefnogi gweithwyr sy'n profi symptomau'r menopos a'u rheolwyr i fynd i'r afael ag agweddau galwedigaethol y broses naturiol hon.

Yn dilyn cwestiynau o'r llawr, CYTUNWYD:

- I. y dylid argymell bod y Cabinet yn cymeradwyo'r Polisi Menopos;
- II. y dylid ystyried penodi Hyrwyddwr neu Bencampwr y Menopos o fewn yr Awdurdod;
- III. y dylai'r Cyngor hyrwyddo Diwrnod Menopos y Byd ym mis Hydref; ac
- IV. y dylid cynnal gweithdy i'r holl Aelodau a Rheolwyr i godi ymwybyddiaeth o'r Menopos.

Y Cynghorydd Rhodri Evans
Cadeirydd y Pwyllgor Trosolwg a Chraffu Adnoddau Corfforaethol