

Report on	Policies for Mid Ulster District Council
Date of Meeting	Thursday 2 nd December 2021
Reporting Officer	Marissa Canavan, Director of Organisational Development
Contact Officer	Marissa Canavan, Director of Organisational Development

Is this report restricted for confidential business?	Yes	
If 'Yes', confirm below the exempt information category relied upon	No	x

1.0	Purpose of Report
1.1	To seek Members approval of new Menopause Support Policy, Payment of Subscriptions to Professional Bodies Policy and Term Time Working Procedure (as part of the Flexible Working Arrangements Policy) developed for Mid Ulster District Council.
2.0	Background The purpose of these Policies and accompanying Procedure is to:- <ul style="list-style-type: none"> • provide a standardised approach across Council re: eligibility of payment of subscriptions for individual membership by Officers of relevant professional bodies; • to provide guidance for staff and managers on providing appropriate support to manage menopausal related symptoms at work & • to provide guidance to employees re: Term time working procedure, which will form part of Council's Flexible Working Arrangements Policy.
3.0	Main Report
	<p>These policies and accompanying procedure aim to support staff and managers. The Term Time working procedure provides details of the application process & the calculation of pay and leave for employees requesting Term Time working arrangements.</p> <p>The Payment of Subscriptions to Professional Bodies Policy sets out which professional bodies are currently recognised by Council and the process for payment of professional body fees i.e. those deemed Essential and/or Desirable as per relevant job specifications.</p> <p>The Menopause Support Policy recognises that Menopause is a workplace issue and this policy sets out guidelines for staff and signposting of support measures available with the aim of improving the experience at work for staff and providing appropriate guidance to line managers.</p> <p>Consultation on these Policies and associated procedure has taken place with SMT, Trade Unions and Staff.</p>

4.0	Other Considerations
	Financial, Human Resources & Risk Implications
4.1	Human: - to ensure employees are better able to manage their work-life balance & caring responsibilities re: provision of term time working. To adopt a positive approach to staff experiencing menopausal symptoms at work & to support the health & wellbeing of staff To ensure a more consistent approach to reimbursing employees for membership of professional bodies in order to effectively discharge their duties & provide them with further opportunities for networking, discounted learning & development etc.
4.2	Financial: - To ensure employees are appropriately financially supported by Council in an affordable and equitable manner re: payment of relevant professional membership fees. To ensure that there is the necessary HR budget available to meet the payment of subscriptions to relevant professional bodies.
4.3	Risk Management: Robust policies and procedures may result in more engaged workforce who perform better with improved health & safety & wellbeing and better work-life balance.
4.4	Screening & Impact Assessments
	Equality & Good Relations Implications: N/A
	Rural Needs Implications: N/A
5.0	Recommendation(s)
	Members are asked to approve the Menopause Support Policy, Payment of Subscriptions to Professional Bodies Policy and Term Time Working (as part of the Flexible Working Arrangements Policy for Mid Ulster District Council.
6.0	Documents Attached & References
	Menopause Support Policy Payment of Subscriptions to Professional Bodies Policy Term Time Working Procedure – (Addendum to Flexible Working Arrangements Policy)