

**Minutes of a meeting of the
Joint Staff Committee
Adur District and Worthing Borough Councils**

Worthing Town Hall, Committee Room 2

10 October 2022

Councillor Rosey Whorlow (Chairman)

Adur District Council:

*Councillor Carson Albury
* Councillor Mandy Buxton
Councillor Robina Baine

Worthing Borough Council:

Councillor Margaret Howard
Councillor Elizabeth Sparkes

*Absent

JStC/1/22-23 Substitute Members

Councillors Andy McGregor and Joe Pannell substituted for Councillors Carson Albury and Mandy Buxton respectively.

JStC/2/22-23 Minutes

Resolved that the minutes of the Joint Staff Committee meeting held on the 31 March 2022, be approved as an accurate record and signed by the Chairman.

JStC/3/22-23 Declarations of Interest

There were no declarations of interest by those present.

JStC/4/22-23 Public Question Time

No public questions were received.

JStC/5/22-23 Items Raised under Urgency Provisions

There were no items raised under urgency provisions.

JStC/6/22-23 Implementation of a Period and Menopause Policy for all Adur and Worthing Council staff

A report by the Director for Digital, Sustainability and Resources sought approval of the Adur & Worthing Councils new Period and Menopause policy which was recommended for implementation for all staff as best practice.

There was no policy or promoted support channels in relation to managing period related problems and menopause in the workplace.

The aim of the policy was to set out the rights of employees experiencing symptoms caused by the menopause, their period or any other related issues and those who may be impacted by a partner or dependent who is experiencing any symptoms.

The Joint Staff Committee was recommended to approve the new Period and Menopause Policy with immediate effect and was asked to delegate authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-material amendments to this policy at any time.

Members asked questions about who was covered by the policy, any missing elements that were covered by existing policies and those with long term issues. The Head of Human Resources answered that anyone affected by symptoms would be covered and that occupational health was also in place to help staff.

The recommendations in the report were proposed by Councillor Robina Baine, seconded by Councillor Joe Pannell and unanimously supported.

Decision

The Joint Staff Committee

1. Approved implementation of the new Period and Menopause Policy with immediate effect.
2. Delegated authority to the Head of Human Resources (in consultation with the Chief Financial Officer and the Head of Legal Services, where relevant) in order to make minor and non-material amendments to this policy at any time.

The meeting was declared closed by the Chairman at 6.48pm, it having commenced at 6.30pm.

Chairman