

Highworth Town Council
Age Discrimination and Retirement Policy Statement

1. Introduction and statement of intent

Highworth Town Council is committed to ensuring that all employees are treated fairly irrespective of their age and has taken measures to ensure that it fully meets the requirements of the Employment Equality (Age) Regulations 2006.

Age will not be a factor in any decisions made concerning recruitment & selection, access to employee benefits, opportunities for promotion or training, performance management, application of discipline or capability procedures or selection for redundancy.

2. Age discrimination and other equality policies

Highworth Town Council demonstrates through its Equality and Diversity policy its commitment to ensure that all employees are treated fairly. The implementation of this policy will support and strengthen this commitment.

3. Retirement

The normal retirement age at Highworth Town Council is 65 for all employees. The actual retirement date can be varied by mutual consent.

It is recognised that many employees may seek, by mutual consent, to retire at an earlier age.

Employees who are retained beyond the normal retirement date will still be subject to normal rules regarding Performance & Development Review, Competency, Conduct and Occupational Health.

4. Advertising

There will be no direct or indirect references to age in any recruitment adverts unless the requirement can be objectively justified.

5. Recruitment and Selection

The recruitment & selection process will be based on the skills and ability of the individual applicant and not their age. All employees involved in recruitment & selection will receive training to ensure compliance. The recruitment and selection policy will reflect the need to ensure age does not form part of the recruitment & selection process.

6. Benefits

Highworth Town Council recognises that incremental pay progression and other service-based rewards are an acknowledgement of the increasing experience and loyalty of employees. Any such rewards will be in line with the requirements of the Age Discrimination Regulations.

7. Absence management

The absence management process will be applied to all employees regardless of age. Monitoring of absence trends in age groups will take place to ensure that the absence management process is being fairly applied across all age groups.

8. Performance management

There is a recognition that age (young or old) can impact on performance. Issues such as inexperience or difficulty in quickly grasping new technologies can be as a result of age therefore performance management procedures will be monitored to ensure that disproportionate action is not being taken against any particular age group.

9. Training and promotion

Training and promotion opportunities will be available to all employees and in selecting individuals for training or promotion, the criteria used will be robust enough to ensure that individuals cannot be excluded as a result of being too young or too old. Direct or indirect references to age in Performance & Development Reviews will not be used.

10. Redundancy selection and payments

Any redundancy selection policy used will be based on objective criteria.

11. Monitoring

Highworth Town Council will monitor recruitment & selection, access to promotion & training and the use of procedures such as the disciplinary procedure to ensure that no particular age group is being unfairly treated on the grounds of their age.

Signed..... *M Gardiner* Print Name *N GARDINER*
Position in Highworth Town Council..... *Town Manager*
Date..... *29/6/17*
To be reviewed..... *2021*