



## **Age Discrimination Policy**

The Council has opted to adopt the Age Discrimination Policy as provided by SLCC July 2007.

### **Recruitment and Selection**

Equality of Opportunity as supported by the EU and UK employment law framework sets the aim of recruitment to engage the best person for the job irrespective of any personal characteristics such as gender, ethnicity, colour, belief, sexuality, disability etc and now, age.

### **Principles**

- Ensure ageist language is not used in job adverts e.g. *young, youthful, mature*.
- Avoid ageist imagery in adverts too
- Use a mix of media to attract a mixed age response to adverts
- Do not ask for date of birth or age on application forms
- Try to separate personal data from the application form when short-listing candidates to limit prejudices creeping into the process
- Focus on job needs rather than setting unnecessary standards for experience or qualifications
- Monitor age groups of candidates and use this data to refine your recruitment process
- Select on skills and abilities only
- Ensure interviewers ask job-related questions to avoid stereotyping
- Use a mixed age interview panel to reduce possible bias
- Make sure you are not making assumptions about candidates' capabilities, motivation or fitness based on their age

### **Retention of Staff: Promotion and Training**

- Make sure promotion/development opportunities are open to all staff
- Do not rule out anyone due to age
- Use performance review data to make decisions on training and career advancement

## **Termination of Employment**

**Redundancy:** The LIFO (last in, first out) principle or any other related to length of service will be unlawful. Ways in which to avoid age bias in redundancy decisions include;

- Do not make redundancy decisions based on age – these will be unlawful and you may lose vital skills and experience from the organization
- Have a policy and make redundancy decisions based on objective criteria
- Consider alternatives to redundancy; part-time working, job-share, career breaks.

## **Retirement Policy**

The Council does not have a compulsory retirement age.

Useful links for further information include:

[www.acas.org.uk](http://www.acas.org.uk)

[www.dti.gov.uk](http://www.dti.gov.uk)

[www.hmrc.gov.uk](http://www.hmrc.gov.uk)

[www.agepositive.gov.uk](http://www.agepositive.gov.uk)

[www.ageconcern.org.uk](http://www.ageconcern.org.uk)