

## **Appendix 1**

### **The Employment Equality (Age) Regulations 2006**

#### **Background**

The Employment Equality (Age) Regulations 2006 came into force on 1 October 2006. They are the UK's implementation of European legislation, the EU Equality Directive.

The Regulations apply to employment and vocational training (both training provided by employers for their own employees, and organisations providing vocational education and training to the wider community). They prohibit unjustified direct and indirect age discrimination, and all harassment and victimisation on grounds of age, of people of any age, young or old. They cover recruitment, terms and conditions of employment, promotions, transfers, dismissals and training. They do not cover the provision of goods and services.

#### **Retirement Age**

From 1 October 2006, the Council, as an employer, is unable to retire employees below our normal retirement age of 65. New procedures mean that we are now required to give employees advance notice of retirement and that employees can request to work beyond our normal retirement age of 65.

Employers who want to terminate the employee's employment *before* the normal or the default retirement age must have another fair reason for dismissal and follow the normal dismissal procedures.

#### **Recruitment**

Employers need to take care with recruitment advertisements and recruitment procedures. For example, Person Specifications and Job Adverts should avoid specifying a minimum standard of experience based upon time served as this disadvantages younger workers.

Dates of birth should be moved from application forms and added onto equal opportunity monitoring forms.

Selection procedures also need to be looked at to ensure that these are based on skills only and not on stereotypes e.g. not promoting younger people believing they do not have the skills for management.

#### **Bullying and Harassment**

The new law prohibits harassment and victimisation of an employee on the grounds of her or his age.

## **Work done at the City Council**

The Council's Application Pack and Recruitment processes have been reviewed and updated in light of the new law. All job advertisements; job descriptions and person specifications issued since 1<sup>st</sup> October have been reviewed. All staff involved in the recruitment process has been advised of the new legislative requirements. Tribal Resourcing, our external partner for recruitment advertising, is also compliant with the new law.

In addition, all HR policies and procedures have been audited and updated so that they are now "age compliant".

The Council's new Working Past 65 policy and procedure was rolled at all Departmental Management teams over the spring and early summer. All Departmental Personnel Administrators were trained on the new law, and in particular, how it affected recruitment and selection, and terms and conditions of employment.

An article in City Briefing and on the Council's intranet publicized the new law and the Working Past 65 Policy to all staff. A Food for Thought Session on the new law was run for all staff in November. Corporate Management Team was also briefed on the new law in October.

So far, the Council's Diversity Adviser, has run five full day manager-training sessions on the new age legislation and how it affects Cambridge City Council and as an employer. Four more days are scheduled in this financial year. Once all nine sessions are complete, approximately 160 managers and supervisors will have received training on the new law.