Age Positive: Welsh employer recognised for combating workplace age discrimination

On 10 May 2006 Britain’s best age champions were recognised at a London ceremony hosted by the Government campaign, Age Positive with Angela Rippon as compere.

The Awards rewarded employers who have taken positive steps to tackle age discrimination and individuals who defy ageist stereotypes.

The Employer Award for Wales was presented to Ystrad Mynach based Bergstorm Europe for its achievement in tackling age discrimination in the workplace.

The company believes that a workforce comprising of mixed ages is more productive with workers feeling valued and supported by the balance of team members with different skills to offer.

Sean Jones, at Bergstrom commented: “I was delighted to receive the Award on behalf of Bergstrom Europe – we hope other organisations will follow suit and embrace age positive practices.”

Bergstrom, National Employer Winner for Wales. Sean Jones presented with Bergstrom’s Age Positive Award by James Purnell, Minister for Pensions Reform, and celebrity host Angela Rippon.

The Age Positive campaign promotes the benefits of employing a mixed-age workforce that includes older and younger people. Employers are encouraged to make decisions about recruitment, training and retention that do not discriminate against someone because of their age. Age Positive website www.agepositive.gov.uk.

Acas Wales Partnership Project

The Acas Wales ‘Partnership at Work’ Project was launched in February 2005 with the aim of creating a greater awareness of the benefits of increased employee involvement, consultation and partnership within organisations in Wales.

We are now well into the second and final year of the project. The key activities for this final phase include a major conference on ‘Employee Involvement and Partnership’ at the Celtic Manor Hotel, Newport on 12 October 2006. We shall also be linking a new publication on these themes with the conference, including 12 new case studies from different parts of Wales and expert contributions on the state of partnership in Wales, together with contributions on how to make consultation work, setting up an involvement process, etc.

The project will leave certain frameworks in place for 2007 and beyond, including partnership or employee involvement networks, both in the private and public sectors.
Acas Wales Partnership Project (continued)

and in North and South Wales. There is still much to do and we will be keeping the focus on these key topics over the coming months. For more details about the project, contact Bill Griffiths, Project Director on 01554 821622.

For further information about the Partnership Conference ring Mary Bate 029 2076 8102 or email cardiffevents@acas.org.uk.

Legislation update 2007
See the articles in Acas National News for more information about upcoming changes to the National Minimum Wage, the new Work and Families Bill and the Information and Consultation Regulations.

Acas Wales training  Employment law and good practice training

**Why Acas training?**
Whatever size of business you are running, getting your ‘people issues’ right is vital to success. For over 30 years, we have been working with employers and employees to help resolve and prevent disputes at work. We use this experience to look at real issues in the workplace and real ways of dealing with them. Our approach is practical and we help you find workable solutions to problems. And because we write the Codes of Practice which are approved by Parliament and referred to by employment tribunals, we are the best people to show you how to implement them.

All of our trainers have worked with hundreds of organisations of all sizes and across all sectors. This gives them a really good understanding of the issues which employers come across in the real world of work and the range of solutions available. People who attend our training gain an understanding of what the law says; how to implement it; and what this means for them and their workers.

Our evaluation consistently shows a high level of delegate satisfaction. In the last quarter, over 98% of delegates said they were satisfied or very satisfied with the training they received.

**Key points sessions**
Aimed at employers of all sizes, these two-hour sessions will keep you up to date with the latest important changes in employment law.

**Age discrimination**
Our current ‘key points’ session gives an outline of the age discrimination regulations (law from October 2006). Employers and managers are given information to help them consider what actions they should take to ensure their company policies and practices are age-proofed.

**Getting it right sessions**
These half-day events are ideal for employers in smaller companies or new managers in larger ones. We cover the basics of employing people so that you can avoid the mistakes which often end up with an employment tribunal. We keep the groups small so that you have plenty of time to discuss issues, share experiences and ask questions.

**Employment contracts workshop**
Employment legislation requires employers to provide employees with a written statement of the main terms and conditions of employment within two months of starting work. In this workshop delegates are shown how to prepare a written statement and informed about its relationship to the employment contract. We cover holiday entitlement, hours of work, pay arrangements (including deductions from wages), notice requirements and how to vary a contract.

**Managing discipline and grievance**
This session gives delegates good practice guidance on handling discipline and grievances at work. We cover the laws on discipline, dismissals and how to deal with employee’s grievances plus the Acas Code of Practice on disciplinary and grievance procedures. By the end of the session delegates will know how to introduce and operate disciplinary practices and procedures which are fair, effective and easy to understand.
Disciplinary investigations
This is a practical and interactive event giving delegates the chance to see if their organisation is following the law and good practice guidance as laid out in the Acas Code of Practice. The course is suitable for persons involved in managing discipline at work, particularly the investigation process and conducting disciplinary hearings.

Top tips for supervisors
This session will enable supervisors/team leaders to become quickly effective. Delegates are helped to understand how their role fits into the organisation and the importance of communicating with and motivating their team. It explores the importance of monitoring absence, how to identify bullying in the workplace and handle discipline and grievance. The event is aimed at newly-appointed supervisors/team leaders, those about to be promoted to that role and experienced supervisors who would welcome refresher training.

Managing absence
Staff being away from work can make life very difficult for employers and colleagues, especially in small businesses. The ‘Managing absence’ training session gives practical advice on identifying the problem and reducing absenteeism. We look at the causes, patterns and how to handle both frequent short-term absence and long-term absence. By the end of this session delegates know how to monitor, measure and manage absence effectively.

Work and family
Currently working parents have a range of rights to help balance the demands of their job with family commitments. These include extended maternity and paternity leave, adoption leave and the right to request flexible working. Further changes announced in The Work and Families Bill are planned to take place in 2007. This comprehensive session covers statutory entitlements and best practice in allowing paid and unpaid time off for employees. We will also look ahead to the forthcoming regulations and how these might affect your business.

Bullying and harassment
Bullying and harassment in the workplace is painful for staff and expensive for organisations. It increases absenteeism and staff turnover and reduces the quality of work and staff morale. It is sometimes mistaken for strong management. This training session looks at what is meant by bullying and harassment, gives practical advice on how to prevent it happening and what to do if it does take place. Guidance is provided on developing and introducing ‘Dignity at work’ and ‘Anti-bullying’ policies.

Mediation training events
The Introduction to Workplace Mediation open access training session is a must for employers, managers and HR professionals who are interested in learning about how mediation can be used to resolve workplace disputes. The training will examine the features and benefits of workplace mediation, the skills and qualities needed to mediate, a model of the mediation process, as well as consider the options of internal and external mediation and how Acas can help move things forward. The course can also be delivered in-house and tailored to organisational needs.

Course details
Cardiff venue
12 September 2006 (09:30-13:00)
Cost: £120 + VAT per delegate

Book via www.acas.org.uk or telephone Mary Dunford on 029 2076 8130.

Certificate in Internal Workplace Mediation (CIWM) (5 day course)
Differences between individuals at work can lead to grievances, absences and loss of valuable employees. This five-day course gives employees the mediation skills and strategies they need to successfully mediate in these circumstances. The course covers the nature of workplace conflict, when workplace mediation is appropriate, skills, behaviours and knowledge needed to be an effective mediator, managing and evaluating the mediation process. It is accredited by OCR, one of the UK’s top awarding bodies so the qualification gained meets a national standard and that the course and trainee assessment is externally verified and quality assured. The course can also be delivered in-house and tailored to organisational needs.

Course details
Bristol venue
6 November-10 November 2006

Cardiff venue
5 February-9 February 2007

Cost: £1,849 (VAT free) per delegate

Book via www.acas.org.uk, the booking form on the back page or telephone Mary Dunford on 029 2076 8130.

Dates, locations and prices of all our scheduled events are detailed on the back page, together with a booking form.
Acas Wales Training 2006/07
Programme and Booking Form

Online: booking is available via www.acas.org.uk

Post: complete this booking form and post (with cheque made payable to Acas) to: Acas Events, 3 Purbeck House, Lambourne Crescent, Llanishen, Cardiff, CF14 5GJ. Enquiries: tel 029 2076 2636

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
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Special requirements

Please inform us if delegates have any special requirements

Cancellations

A refund will be made only for cancellations received at least 14 days before the event – substitutions can be made at any time

Refreshments

Cost includes tea, coffee and biscuits on arrival and mid morning

Delegate packs

Delegates will receive a comprehensive pack of relevant literature

Name ____________________________
Company ____________________________
Address ____________________________
Postcode ____________________________
Email ____________________________
Tel ____________________________
Number of employees ____________________________

*Price (per delegate). (NR) - new regulations

Contact Details

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Fax 01978 310339

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South East Wales and South Powys

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Tony Kane 029 2076 8105
Gareth Petty 029 2076 8114
Lorna Wilson 029 2076 8104

West of Bridgend and West Wales

Mary Dunford 029 2076 8130

North Wales and North Powys

David Burton 01978 291725
David Jones 01978 291721

Individual Conciliation Manager

Lorna Wilson 029 2076 8104

Equality Services

Jennifer Williams 029 2076 8108

Training Services and Publicity

Gareth Petty 029 2076 8114
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