

EXPECTATIONS OF THE BUSINESS CHAMPION FOR OLDER WORKERS

The Business Champion for Older Workers (the 'Business Champion') is a voluntary, unpaid role that has been awarded to Andy Briggs.

As Business Champion, it is expected that you will actively promote the business case and benefits of employing older workers to employers, within the framework of equal opportunities legislation and best practice, seeking to engage and influence both strategically and in terms of practical advice.

By understanding the business case for the retention, retraining and recruitment of older workers, you will be expected to address the challenges and questions employers have about managing an ageing workforce and help to demonstrate how businesses need to employ and retain workers of all ages.

To fulfil this role, it is expected that you will engage in the following activities:

- Ensuring your own business has in place and implements policies to ensure the retention, retraining and recruitment of older workers
- Travelling and participating in employer and business stakeholder events
- Participation in other events as opportunities arise to promote the FWL agenda
- Supporting and inputting advice into the development of any tools or guidance required to help employers manage an ageing workforce
- Preparation for possible interviews and/or speaking engagements

Whilst your role is voluntary, you are expected to perform it to the best of your ability. In line with the public nature of the role, you are expected to adhere to the Seven Principles of Public Life (see Annex).

Support

You will be supported by the DWP's Fuller Working Lives team, to ensure activities undertaken support you in your Business Champion role.

FWL will provide briefing to ensure you are up to date with Government policy and direction of travel.

Any public/media activities and events you wish to take part in as Business Champion will be agreed beforehand with the FWL team. We also expect you to agree in advance any correspondence sent as Business Champion.

Period of the appointment

The appointment will commence on the day of its announcement by the DWP Secretary of State (4 October 2016) and be reviewed on a three yearly basis. As the role is voluntary, either party can end the appointment at any time, although we would aim, and likewise ask you, to provide as much notice as possible.

It is expected that during the period of the appointment, you will attend a minimum of 10 activities or events in the role of Business Champion. There will be flexibility as to how and when you dedicate your time, though we expect that

you will discuss and agree a timetable of activities and events with the FWL team as early as possible. While this will be open to change, we would expect that once you have confirmed a commitment to an event that you will give us as much notice as possible if for any reason you are no longer able to participate.

Conflicts of Interest

In carrying out the role of Business Champion, you will need to avoid any potential or perceived conflicts of interest between this role and your wider private interest. If you identify any actual, potential or perceived conflicts of interest, or any issue of financial propriety, in advance of taking up this role you must notify the DWP through the FWL team.

The provisions of the Official Secrets Act 1989 apply to the appointment. As a result, the unauthorised disclosure of any information gained in the course of your appointment, or its use by you or any others for personal gain or advancement, could amount to an offence.

Expenses and subsistence

You will be reimbursed for travel expenses properly and necessarily incurred in respect of your role as Business Champion, on a case by case basis. These must be claimed in accordance with DWP's expenses guidance, which we will provide to you.

Gifts and hospitality

You are expected to ensure the acceptance of gifts and hospitality in your role as Business Champion can stand up to public scrutiny. Gifts should be declined wherever possible and any offers should be reported to FWL. Where it would be ungracious or otherwise difficult to not to accept, you should inform FWL of the gift, the estimated value and the donor. You must take personal responsibility to ensure that a record is placed in the hospitality register of the DWP. Similarly, care should be taken that no extravagance is involved with working lunches and other social occasions.

Political activity

You should not represent any political preferences or views while undertaking the role of the Business Champion. If you are asked to comment on Government policy or legislation in your corporate role you will be expected to make it clear that you are speaking for your company and not as the Business Champion for Older Workers.