

HARCOURT CHAMBERS POLICY ON EQUALITY AND

DIVERSITY

INTRODUCTION

1. This policy shall be made available to all members of Chambers and staff. It has regard to rC110 et. Sec of the equality and diversity rules as presently incorporated into the BSB Handbook and the domestic law that is now chiefly contained in The Equality Act 2010. The policy will be reviewed annually.

2. Harcourt Chambers is committed to the implementation and promotion of equal opportunities and to ensuring an absence of direct or indirect discrimination or associative discrimination on the grounds of race, ethnic or national origin, nationality, citizenship, gender, sexual orientation, gender reassignment, marital status and civil partnership, pregnancy and maternity, disability, age, religion or belief.

3. Chambers does not discriminate directly or indirectly, or victimise in:-
 - The recruitment of staff and the selection of mini-pupils, pupils and tenants;
 - Fair access to work and the allocation of unassigned work;
 - The terms, opportunities for training or gaining experience, benefits and services for prospective or current members of staff, mini-pupils, pupils and tenants;
 - The termination of service of staff or the termination of pupillage or tenancy, including pressure to leave;

- Subjecting staff, mini-pupils, pupils or tenants to detrimental treatment;
 - The provision of services to lay and professional clients and any other individual, including but not exclusively, court staff, judges and other barristers, their staff and clerks.
4. All barristers are required to comply with the obligations not to discriminate or victimise and this policy is written with regard to the Equality Rules of the BSB Handbook which came into force on 1st September 2012 and it applies to all barristers in Harcourt Chambers.
5. The Equality and Diversity Officer will be responsible for:
- The development and implementation of a written Equality and Diversity policy and policies in relation to; harassment, parental leave and flexible working and reasonable adjustments;
 - Advising, training and briefing members of chambers and staff on Equality and Diversity issues as required (including providing an informal route for the resolution of grievances arising out of Equality and Diversity issues).
6. The Diversity Data Officer will be responsible for collecting, maintaining and providing to the Head of Chambers, all relevant monitoring data.

RECRUITMENT

7. Chambers is committed to ensuring that there are equal opportunities at all stages of the recruitment process, including ensuring that reasonable adjustments are made for a disabled candidate. The person with lead

responsibility for any selection panel and every member of all selection panels will have received recent and appropriate training in fair recruitment and selection processes;

Recruitment and selection processes will use objective and fair criteria.

8. Further details in relation to the recruitment of pupils and tenants are set out in the pupillage policy. The mini-pupillage policy is set out in a separate document.
9. In respect of the recruitment of staff, where vacancies are advertised, chambers will ensure that job descriptions and person specifications relate to the vacancy and contain no discriminatory wording or intention. Where vacancies are not advertised, Chambers will ensure that the recruitment procedure does not discriminate either directly or indirectly.
10. Each applicant to join chambers workforce will be provided with a Diversity Data questionnaire.

FAIR ACCESS TO WORK

11. Chambers is committed to the development of the practices of pupils and tenants in a fair, equal and non-discriminatory manner; and to provide equality of opportunity to all. Chambers is also committed to making reasonable adjustments within the meaning of the Disability Discrimination Act 1995. The allocation of non-assigned work will be monitored and reviewed regularly by the Head of Chambers, Chambers' Director and Equality and Diversity Officer.

12. In the event that any disparity is identified the Head of Chambers will be informed and further consideration will be given to whether such disparities exist and enquiries will be made to establish the reasons for it, taking appropriate action in respect to any unfair or inequitable treatment.
13. Selection of counsel shall be on the basis of the skills and experience required for the particular case, and subject to availability. Furthermore, no pupil or tenant shall suffer discrimination:
- in the benefits, facilities or services which are afforded to him/her;
 - in respect of any terms applicable to him/her as a pupil or tenant;
 - in the opportunities for training, or gaining experience, which are afforded or denied to him/her;
 - in the volume or type of work which is offered to him/her;
 - by termination of his/her pupillage or by subjecting him/her to any pressure to leave the Chambers or other detriment.
14. Pupils will have regular feedback from their pupil supervisors and the clerks will discuss practice development formally and informally with all tenants. Pupils are provided with further guidance in the pupillage policy.
15. Marketing practices of Chambers will take into account equal opportunities considerations. All members of Chambers will be encouraged to participate in marketing activities.

16. Data concerning the distribution of work to pupils and members of Chambers relating to the nature of the work conducted, and the solicitor instructing are kept on the chambers computer for regular analysis by the Chambers' Director. Any briefing practices that are identified which disadvantage any particular group or practitioner shall be addressed by the Chambers' Director in consultation with the Head of Chambers.

MATERNITY, PATERNITY AND PARENTAL LEAVE

17. Please refer to our separate policy document.

FLEXIBLE, PART-TIME WORKING AND CAREER BREAKS

18. Please refer to our separate policy document.

HARASSMENT

19. Please refer to our separate policy document.

REASONABLE ADJUSTMENTS

20. Please refer to our separate policy document.

COMPLAINTS AND GRIEVANCES

Statement of Policy

These chambers are committed to providing a working environment in which all individuals including members, pupils, mini-pupils, employees, clients and the public

are treated with dignity, respect and fairness. No one will be victimized or suffer a detriment because they raise a complaint or grievance in good faith under this procedure.

21. Any person shall be entitled to use the Chambers' grievance procedure in confidence to deal with any complaint or grievance to include but not limited to recruitment, conditions of work, distribution of work, maternity, paternity, parental leave and flexible working policies, or harassment or any other perceived discrimination.

22. The procedure for dealing with complaints of harassment is set out in the separate "Harassment" policy document.

SERVICE PROVISION FOR DISABLED CLIENTS

23. Chambers' professional standards will be exactly the same for disabled clients, and will be offered on exactly the same terms.

24. Chambers aims to make reasonable adjustments so that its workplace is as accommodating as possible for people with disabilities. Chambers will continue to review its facilities and service.

MONITORING

25. Monitoring will take the form of:

- gathering data;
- analysing the data;
- defining programmes of action necessary to overcome any inequalities.

26. Chambers will keep its policies in relation to Equality and Diversity under review, and invites suggestions from members of Chambers, pupils, mini-pupils and staff as to possible changes to the policies and implementation thereof.

Reviewed, Revised and Updated 18th January 2020

Matthew Brookes-Baker (E&D Officer)

Simon Boutwood (Chambers' Director)