

POLICY ON EQUAL ACCESS TO AND FAIR ALLOCATION OF WORK, MARKETING AND NETWORKING OPPORTUNITIES

1. Chambers is committed to ensuring that all members of Chambers and pupils receive equal access to and fair allocation of work, marketing and networking opportunities.
2. Unassigned work for the purposes of this Policy includes both instructions sent into Chambers and instructions in respect of which any enquiry is made prior to them being sent into Chambers, where the person instructing does not state that the work is to be assigned to a named Member of Chambers. It also includes instructions where a QC selects a junior to work on a case with him or her.
3. To this end:
 - (a) All unassigned work to pupils shall be offered by email and at the same time by Julian Hawes, whose responsibility it shall be to ensure, as far as is reasonably practicable, a fair allocation of work and that a fair range of different type of work is received.
 - (b) The allocation of all unassigned work to members of Chambers shall be carried out in a fair and equitable manner. The Equality and Diversity Committee shall review and analyse data regularly showing the allocation of work (including by whom it has been allocated) in order to identify whether there are any disparities related to gender, race and/or disability. Such data is compiled using a reference rather than individuals' names. It is nonetheless possible for individuals to be identified by the Heads of Chambers from the reference and the Equality and Diversity Committee will report to them if there appear to be any such disparities. The Heads of Chambers will then give further consideration to whether such disparities exist and make enquiries to

establish the reasons for it, taking appropriate action as regards any unfair or inequitable treatment.

- (c) All members of Chambers shall meet at regular intervals with their Senior Clerk to discuss work allocation, work opportunities, marketing and networking opportunities and individual practice development, and in particular to consider the amount and type of work done, the amount of fees earned and received, and the solicitors instructing.
 - (d) All clerks involved in the distribution of work, marketing or networking opportunities shall be briefed on the importance of fair allocation, and at least one member of each clerking team will periodically attend formal equality and diversity training. Marketing and networking events and activities will be organised so that all pupils and members of Chambers can, so far as practicable, be involved and that opportunities are shared out fairly.
 - (e) All clerks will be made aware of the legal requirement not to comply with any request or requirement by solicitors or others to discriminate on unlawful grounds in the selection of a barrister to fulfil instructions and to refuse the work if the request or requirement is not withdrawn.
4. All members of Chambers, clerks and members of staff are required to comply with this policy. Failure to do so will result in the implementation of disciplinary procedures (as set out in the Chambers' Equality Procedures), including (in respect of clerks and members of staff) dismissal for serious offences.
 5. The Chambers' Equality Procedures will apply to any grievance or complaint about the implementation of this policy or the treatment of any member of Chambers or pupil in any matter which relates to the allocation of work or of marketing and networking opportunities.
 6. If a member of Chambers, pupil or member of staff has a query or concern about this policy or its application, he or she should raise it with the Chambers' Equal

Opportunities Officer, who is responsible for monitoring the effectiveness of the policy and who will remind members of Chambers periodically of the ability to raise any queries or concerns with him or her. It is intended that this policy, and its operation, should be regularly reviewed and published on Chambers' website.

Brick Court Chambers

Approved by Executive Committee 4 December 2017