

EQUAL ACCESS TO AND FAIR ALLOCATION OF WORK POLICY

1. Chambers is committed to ensuring that all members of Chambers and pupils receive equal access to and fair allocation of work. To this end:
 - (a) All unnamed 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 who shall submit a written report detailing the allocation that has been made in that pupillage year to the annual meeting of the Tenancy Committee in July, with a copy sent to the Chambers' Equal Opportunities Officer (who is currently Andrew Henshaw).
 - (b) All members of Chambers shall meet at regular intervals with their Senior Clerk to discuss 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;
 - (c) The Chambers' Equal Opportunities Officer will enquire annually whether any member of Chambers or pupil believes that this policy is being or has been violated by any person, in any manner; and
 - (d) All clerks involved in the distribution and monitoring of work allocation, shall be provided with equality and diversity training.
2. All members of Chambers and clerks 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) dismissal for serious offences.

3. 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.

4. 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. It is intended that this policy, and its operation, should be regularly reviewed.

Reviewed on 14 September 2009

Approved by the Executive Committee on 21 September 2009