

REASONABLE ADJUSTMENTS POLICY

References to Chambers in this policy include Brick Court Chambers and its service company, Little Essex Street Service Company Ltd. References to employees are to former employees of Brick Court Chambers and current and former employees of Little Essex Street Service Company Ltd, as appropriate.

A. Introduction

1. This is Chambers' Reasonable Adjustments Policy. It is effective, in this version, as of the date of its approval by the Executive Committee, set out below.
2. This is one of a number of specific policies aimed at achieving the objectives of Chambers' Equality and Diversity Policy, which sets out Chambers' overarching rules, principles and procedures for preventing discrimination, ensuring equality of opportunity, and promoting diversity, and which should be read together with this policy. Any queries, concerns, issues, complaints or grievances in respect of this policy should be raised by one of the means set out in the Equality and Diversity Policy. Breaches of this policy will be dealt with as set out in the Equality and Diversity Policy.

B. Purpose and scope

3. Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working in or with Chambers, or receiving legal services.
4. This policy covers all members of Chambers, employees, pupils, mini-pupils, applicants for such roles, and visitors.

C. Definition of disability

5. For the purposes of this policy the definition of disability follows that set out in the Equality Act 2010 s.6. A person is therefore disabled if they have a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

6. “Substantial” means more than minor or trivial and “long-term” means 12 months or more.

D. Types of reasonable adjustment

7. This policy does not provide an exhaustive list of the reasonable adjustments that Brick Court Chambers will make, but such adjustments may for example include:
 - (1) provision of information in alternative formats (e.g. large print, Braille etc);
 - (2) paid disability leave, for example where a disabled employee of chambers needs to take time off work for treatment, rehabilitation or assessment related to their disability;
 - (3) provision of auxiliary aids e.g. induction loops;
 - (4) provision of accessible conference room facilities; and/or
 - (5) provision of a reader or interpreter.

E. Reasonable adjustments for staff, members of Chambers and others in Chambers

8. Any employee who requires reasonable adjustments to be made should make a request to one of the Senior Clerks or the Director of Finance and Operations, in accordance with paragraph 8 of the Employee Capability (Sickness) Policy. Members of Chambers and others in Chambers should make a request to one of the Heads of Chambers. All requests for reasonable adjustments will be considered on a case-by-case basis with the advice and assistance of Chambers’ Equality and Diversity Officer. Where it is not possible to make the adjustment requested, the Heads of Chambers will discuss viable alternatives with the applicant.
9. The Heads of Chambers are responsible for considering whether or not disabled staff, members of Chambers or others in Chambers require assistance during an emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individual/s concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

F. Visitors to chambers

10. Individual staff, members of Chambers or others in Chambers who are receiving visitors in Chambers are responsible for considering reasonable adjustment requests for those visitors. They are also responsible for anticipating any likely reasonable

adjustments that will need to be made for visitors whom they know are to be disabled and likely to require such adjustments. Visitor requests for specific reasonable adjustments may be made by contacting one of the Senior Clerks.

G. Cost of making reasonable adjustments

11. In no circumstances will Brick Court Chambers pass on the cost of a reasonable adjustment to a disabled person.

Approved by Executive Committee on 6 May 2021.

To be reviewed by the Equality and Diversity Committee every two years.