

## **7 King's Bench Walk Reasonable Adjustments Policy**

### **Aim and Remit of Policy**

1. This is the Reasonable Adjustments Policy for 7 King's Bench Walk, which is established in accordance with Rule C110(3)(m) of the BSB Handbook Equality Rules.
2. This policy is aimed at supporting disabled clients, Chambers' workforce and others, including temporary visitors to Chambers. It is intended to enable disabled people to request, and Chambers to consider and make, reasonable adjustments so as to comply with the requirements set out in the Equality Act 2010.
3. Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with Chambers or receiving legal services. This policy covers all employees of Chambers, members, clerks, pupils, mini-pupils and visitors to Chambers.

### **Circulation**

4. This policy is circulated to all members, staff, pupils, clerks and those who are required to read and understand it.

### **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 he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day-to-day activities. "Substantial" means more than minor or trivial and "long term" means 12 months or more.

## **The Adjustments Committee**

6. Chambers has constituted a committee (**‘the Adjustments Committee’**) to consider and investigate possible adjustments to accommodate identified disabilities of prospective or current pupils, members of Chambers or employees. The Adjustments Committee comprises Chambers’ Equality and Diversity Officers (**“EDOs”**) as well as Stephen Kenny Q.C. and Robert Bright Q.C, each of whom has received training in equality and diversity issues.

## **Staff, barristers and others in Chambers**

7. Should any member of Chambers or pupil or employee consider themselves to be/to have become disabled within the meaning of the Equality Act 2010, they are encouraged to bring to the attention of the EDOs and/or the Management Committee any problems they feel they face and to request or suggest any reasonable adjustments which they consider may assist in alleviating such problems.
8. All requests for adjustments will be considered on a case by case basis by the Adjustments Committee in consultation with the person in question and, if appropriate, with institutions outside Chambers which may be able to provide specialist advice such as the Disability Rights Commission or specialist charities (such as the RNIB).
9. The Adjustments Committee will report to the Management Committee, which will decide whether to make such an adjustment. When deciding whether an adjustment is reasonable, regard will be had to matters including: how effective the adjustment will be in avoiding the disadvantage the disabled person would otherwise experience, the practicality of making it, the cost of doing so, health and safety factors, and Chambers’ resources and size.
10. Where it is not possible to make the adjustment requested, the Adjustments Committee (in consultation with the Management Committee) will discuss viable alternatives with the applicant.

11. The Head of Chambers is responsible for considering whether or not disabled staff, members or pupils require assistance during an emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individuals 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.

### **Visitors to Chambers**

12. Chambers' website and advertising literature will include a statement to the effect that reasonable adjustments will be made on request where this will assist disabled people to use Chambers' services, identifying the person to whom such request should be made and inviting professional clients to identify to Chambers in advance any disabilities of particular clients which may require adjustments and/or adjustments that may be necessary to accommodate the needs of particular clients.
13. If holding conferences in Chambers would involve unreasonable time, inconvenience, effort, discomfort or loss of dignity, arrangements will be made for the conference to take place either in one of the rooms made available by the Inner Temple or at the solicitors' offices, as is most convenient to the disabled person.

### **Cost of making reasonable adjustments**

14. In no circumstances, will Chambers pass on the cost of a reasonable adjustment to a disabled person or client. The cost of any such adjustments (whether relating to members of Chambers, Chambers' employees or visitors to Chambers) as are implemented will in appropriate cases be treated as expenses of Chambers as a whole.

### **Monitoring and Review**

15. This policy will be reviewed by Chambers' EDOs every two years.

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