

**EQUALITY AND DIVERSITY POLICY**

**11 30 Park Place declaration**

11.1 30 Park Place Chambers is committed to ensuring that it takes all reasonable steps to promote the principles of equality and diversity in the provision of services, recruitment and pupillage. It will encourage an ethos amongst all members and staff of respect and being pro-active in the promotion of equality and diversity. All members and staff will be trained and stay up-to-date with best practice in this area. This policy will be communicated to 30 Park Place members, employees, other workers, clients (lay and professional) and other service users.

**11.2 Application**

This policy applies to members (including associate and academic members), employees, pupils and mini-pupils.

**11.3 Requirements**

11.3.1 All persons subject to this policy are required to:

* 1. Prevent occurrences of unlawful discrimination harassment and victimisation;
	2. Fulfil all their legal obligations under the Equality Act 2010 and associated codes of practice;
	3. Fulfil all equality and diversity obligations imposed by the Bar Standards Board;
	4. Comply with this policy;
	5. Take lawful positive action where appropriate;
	6. Regard breaches of this policy as potential misconduct which may lead to disciplinary proceedings against members and employees, and a cessation of the provision of services to clients.

11.3.2 Under this Policy, 30 Park Place will not discriminate on the grounds of the following protected characteristics: age, caring responsibilities, disability, gender identity (including any gender identities outside of the gender binary), gender transition or reassignment, marital or civil partnership status, mental health (whether or not it is also a disability), pregnancy, maternity or parental leave, race, colour, nationality, ethnic or national origins, religion or belief (including absence of belief), sex, and sexual orientation, socio economic background or status.

11..3.3 30 Park Place stands against all forms of unlawful and unfair discrimination, including:

* 1. direct discrimination - less favourable treatment because of a protected characteristic;
	2. indirect discrimination - the unjustifiable application of an apparently neutral provision, criterion or practice the effect of which is to put persons with a protected characteristic at a particular disadvantage compared to others;
	3. pregnancy and maternity discrimination;
	4. discrimination in relation to pay;
	5. discrimination connected with disability - unjustified unfavourable treatment for a reason arising in consequence of a person’s disability;
	6. victimisation – the subjection of one person by another to a detriment because they have done, or the victimiser believes that the other person has done or may do, a protected act such as:
		1. making an allegation of discrimination;
		2. giving evidence in proceedings relating to an act or acts of discrimination;
		3. bringing proceedings relating to an act or acts of discrimination;
		4. doing any other thing for the purposes of equality legislation or in connection with it;
	7. Harassment – unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating a person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person;
	8. Sexual harassment – unwanted conduct of a sexual nature/related to gender, gender reassignment or sex which has the purpose or effect of violating a person’s dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person and/or less favourable treatment for rejecting or refusing to submit to such conduct;
	9. Failure to make reasonable adjustments to a provision, criterion, physical feature or practice which puts a disabled person at a substantial disadvantage in comparison with non-disabled people and/or unreasonable failure to provide auxiliary aids where to do otherwise would place a person and a substantial disadvantage.

11.3.4 All applicants for membership, employment, pupillage and mini-pupillage will be treated fairly and will not be discriminated against because of any of the protected characteristics by colleagues. We will also use our best endeavours to protect colleagues from discrimination or harassment in the course of their work by persons outside of chambers.

11.3.5 Decisions about membership, recruitment and selection, promotion, training, pay, disciplinary action and any other matter will be made objectively and with the aims and commitments of this policy in mind.

11.3.6 30 Park Place recognises that the provision of equal opportunities in the workplace is not only right as a matter of principle and consistent with our core values, but that it is also good management practice.

11.3.7 This Policy will help us, and those who work with and for us, to develop our full potential, and thus promotes respect for the individual worth of all people involved with Chambers.

11.3.8 Responsibility for implementation of this policy lies with the Head of Chambers, Management Committee, Equality and Diversity Officer supported by the Deputy Equality and Diversity Officer and the Equality and Diversity Committee, Chair of the Tenancy Committee, Chair of the Pupillage Committee, Chair of the Mini-pupillage Committee and the Senior Clerk.

11.3.9 Chambers hereby adopts a zero-tolerance policy to any romantic relationships between members and pupils, and staff and pupils. Any harassment of pupils will normally be treated as serious misconduct.

11.3.10 Chambers hereby adopts a zero-tolerance policy to self-clerking. Chambers is required by the BSB to monitor all clerk allocated work and self-clerking undermines Chambers’ ability to comply with its regulatory obligations and its efforts to ensure all work is allocated in a way that promotes equality of opportunity and avoids discrimination. Self-clerking has the potential to; (i) undermine Chambers’ flexible working and parental leave policies; (ii) amount to direct or indirect discrimination; (iii) form part of a course of conduct of harassment or victimisation. Therefore, any new instructions for a member of Chambers must be received by the clerks. In the event that a member is unable to cover a hearing, the clerks must be informed and they will identify a member to cover the hearing in consultation with the client. Any member of Chambers who breaches the requirements of this paragraph may be dealt with in accordance with Chambers’ disciplinary policy.

**11.4 Communication of the policy**

11.4.1 In order to implement the policy, 30 Park Place shall:

* 1. Provide a copy of this policy to all existing employees, members and pupils;
	2. Provide a copy of this policy to all new employees, members and pupils in their induction packs as part of their initial diversity training;
	3. Publish a copy of this policy on Chambers' website;
	4. Produce an annual report on equality and diversity to Chambers’ Annual General Meeting;
	5. Ensure that adequate resources are made available to fulfil the objectives of this policy;
	6. Create and implement an equality and diversity action plan to be adopted by the Management Committee and reviewed annually by the Equality and Diversity Committee.

**11.5 Training requirements**

11.5.1 30 Park Place will provide tri-annual equality and diversity training to the Senior Clerk, Senior team clerks, Chambers Manager, Management Committee, Equality and Diversity Committee, Tenancy Committee, Pupillage Committee and Mini-Pupillage Committee.

11.5.2 Every member of chambers who wishes to exercise their right to vote on tenancy applications must have undertaken equality and diversity training. As an absolute minimum, all such members must have read the Bar Council’s Fair Recruitment Guide and sent email confirmation to the Chambers Manager that they have done so before they register any vote with the Tenancy Committee. No member of Chambers is permitted to vote on a tenancy application unless they have complied with the requirements of this paragraph.

11.5.2 Anyone listed in §12 must have undertaken training which as a minimum includes reading the Bar Council’s Fair Recruitment Guide.

**11.6 Recruitment advertisement**

11.6.1 Information about vacant posts for employment, pupillage, tenancy or mini-pupillage will be provided in a manner that does not restrict its audience in terms of any protected characteristic.

11.6.2 30 Park Place will publish the statement set out below on detailed vacancy information for job vacancies, pupillage, mini-pupillage and tenancy posted on its website:

“*30 Park Place strives to be an equal opportunities employer and is committed to diversity amongst its staff, members and pupils. We therefore encourage and welcome applications from underrepresented or disadvantaged groups (including, for example, women, BAME candidates, disabled candidates and LGBT+ candidates). We are happy to make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the job and to consider flexible working in appropriate cases*.”

11.6.3 All vacancies for employment will be notified internally as well as externally, through appropriate non-discriminatory advertising.

11.6.4 Where appropriate, persons from underrepresented groups will be particularly invited to apply and Chambers will endeavour to use those advertising media that are likely to attract the widest and/or most diverse group of candidates.

11.6.5 In particular, 30 Park Place will establish a paid mini-pupillage scheme (remunerated at a rate in accordance with the pupillage award) which will be open to applicants from disadvantaged socio-economic backgrounds and/or with protected characteristics under-represented in Chambers.

11.6.6 Descriptions and specifications for posts be reviewed by the Equality and Diversity Committee so as to ensure that they do not discriminate and will include only those requirements that are reasonably necessary and justifiable for the performance of the job.

11.6.7 The Pupillage Committee shall establish objective criteria to be used to select pupils and they will be published on Chambers’ website.

**11.7 Monitoring and review**

11.7.1 After each pupillage selection round, the Pupillage Committee will provide to the Diversity Data Officer the equality and diversity information of all applicants, those shortlisted for interview and those offered pupillage. The Diversity Data Officer will monitor this data for any trends and inform the Equality and Diversity Officer of the outcome of the review.

11.7.2 After each mini-pupillage selection round, the mini-pupillage Committee will provide to the Diversity Data Officer the equality and diversity information of all applicants and those offered mini-pupillage. The Diversity Data Officer will monitor this data for any trends and inform the Equality and Diversity Officer of the outcome of the review.

11.7.3 The Diversity Data Officer will hold regular reviews with the Senior Clerk to monitor the allocation of work to pupils, tenants of less than three years tenancy and those returning from parental or flexible leave, covering gender, race and disability (meridian can be adapted to record diversity data). They will also review allocation of all un-named instructions by the clerks covering gender, race and disability. The data will be presented in anonymised form and in a way which does not lead to the identification of any individuals. The purpose of the review is to ensure compliance with this policy and associated policies and to collect data for presentation to the BSB. If a disparity is identified, the reasons for that disparity must be established. If the disparity cannot be justified, the Equality and Diversity Officer will be informed.

**11.8 Contact**

11.8.1 Anyone to whom this policy applies who believes that they have suffered any form of discrimination, harassment or victimisation contrary to this policy, is entitled to raise that concern. They should seek advice from the Equality and Diversity Officer or the Deputy Equality and Diversity Officer, and/or should follow Chambers’ grievance policy. They should also refer (if applicable) to associated policies.

11.8.2 The Equality and Diversity Officer is Christian Howells (07761786900). The Deputy Equality and Diversity Officer is Christian Jowett (07748960615). The Diversity Data Officer is Carl Harrison (07947107368).

**11.9 Associated policies**

11.9.1 The following policies are to be read in conjunction with this policy:

* 1. Reasonable Adjustments Policy;
	2. Flexible Working Policy;
	3. Parental Leave Policy;
	4. Anti-harassment Policy;
	5. Diversity Data Policy.