



REASONABLE ADJUSTMENTS POLICY

Aim and remit of policy

1. Selborne Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with or interacting with Chambers, or receiving legal services. This policy covers all employees of Chambers, barristers, clerks, pupils, mini-pupils and visitors to Chambers.
2. This policy is circulated to all members, staff, pupils, clerks and those who are required to read and understand it.

Definition of disability

3. 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 s/he 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.

Types of reasonable adjustment

4. This policy does not provide an exhaustive list of the reasonable adjustments that Chambers will make for staff, barristers, pupils or visitors however the following types of adjustment that may be made are listed below:
 - (a) Provision of information in alternative formats (e.g. large print, Braille, etc.)
 - (b) Paid leave for disabled employees of Chambers
 - (c) Provision of auxiliary aids e.g. induction loops
 - (d) Provision of accessible conference room facilities



(e) Provision of a reader or interpreter

Staff, barristers and others in Chambers

5. Staff or barristers with specific requirements should make requests to Will Staveley Will.staveley@selbornechambers.co.uk for reasonable adjustment decisions. 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 and where it is not possible to make the adjustment requested Chambers will discuss viable alternatives with the applicant.
6. Will Staveley is responsible for considering whether or not disabled staff, barristers or pupils 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.

Confidential Discussion

7. Successful applicants to Chambers (such as for pupillage) will be contacted by the person in charge of the relevant recruitment process (such as the Head of Pupillage), or the Chambers' Equality and Diversity Officer if the matter has been passed on to them by the person in charge of the recruitment process, at or before the beginning of the successful applicant's time in Chambers to offer a confidential discussion about whether any (and if so which) reasonable adjustments are sought and how these can be accommodated.

Visitors to Chambers



8. Barristers are responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors whom they know to be disabled and are likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting Will Staveley will.staveley@selbornechambers.co.uk.

Cost of making reasonable adjustments

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

Monitoring and review

10. Should you have any questions or complaints about this Reasonable Adjustments Policy, please contact the Equality and Diversity Officer on Daniel.webb@selbornechambers.co.uk.
11. This Policy (which will be subject to periodic review) comes into effect on the date specified below; all previous Reasonable Adjustments policies are revoked.

Approved and Implemented by the secretary In consultation with the head of Chambers pursuant to delegated powers:

I.C.J

1 September 2023