



## **DISABILITY AND REASONABLE ADJUSTMENT POLICY**

1. 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. "Substantial" means more than minor or trivial and "long term" means 12 months or more.

### **Applicants to Chambers**

2. It is Chambers' policy that no applicant for employment by, pupillage in or membership of Chambers will be discriminated against or disadvantaged by any disability which does not prevent them, with the assistance of such reasonable adjustments as they need to accommodate their impairment, from carrying out the duties for which they were employed; the roles reasonably expected of a pupil or the advisory and advocacy service reasonably to be expected of a member of the bar in private practice as the case may be.
3. Every applicant for employment by, pupillage in or membership of chambers should declare any such impairment in their application and should also state at the earliest possible stage what reasonable adjustments they may need for the purposes of any interview which they are required to undertake by Chambers and, if successful, to enable them to carry out the duties or role to which their application relates.
4. All applications whether from a person with or without an impairment such as described at paragraph 1 above will be assessed by reference to the same objective criteria which shall disregard any such impairment.
5. Any application form required to be completed by Chambers will be provided to any applicant in a form accessible to their impairment, if any, on request.
6. Chambers will take all reasonable steps to ensure that any and all interviews and any other selection processes are held in a venue which is suitable for and accessible to any person with a declared impairment, and with such reasonable adjustments as Chambers can make to accommodate any impairment identified to Chambers suitably in advance.
7. In the event that a person with a physical or mental impairment is recruited as an employee of, pupil in, or member of Chambers ("the recruit"), they will be provided with such reasonable adjustments as are reasonably necessary for them to carry out the role or duties for which they have been recruited.

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8. If the recruit considers at any time that they have not been provided with the reasonable adjustment which they need or that the adjustments which have been made for them are not sufficient to accommodate the recruit's disability, the recruit should raise the matter without delay with the Equality & Diversity Officer ("EDO") or the Chair of the CMC for the time being and discuss with the EDO or the Chair of the CMC the ways in which the recruit's disability could be better accommodated.

### **Barristers, pupils, staff, clients and visitors to Chambers**

9. Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working within chambers or receiving legal services. This policy covers all employees of chambers, barristers, clerks, pupils, mini-pupils and visitors to chambers.
10. Chambers will provide such reasonable adjustments for staff, barristers, pupils, clients or visitors to Chambers as it can.
11. Reasonable adjustments within Chambers will take into account the nature; age and character of Chambers premises. This policy does not attempt to provide an exhaustive list of the reasonable adjustments that Chambers will make, but the reasonable adjustments which Chambers can or does make include:
  - (a) Chambers has the facility to print documentation in large print.
  - (b) Provision of accessible conference facilities. Chambers can provide level or step free access to its reception, waiting, clerks room and conference facilities and has toilet facilities for the use of wheelchair users accessible via two wheelchair lifts. Chambers is situated over three floors with a lift accessible by wheelchair and other physically impaired persons serving all three floors, although visitors are usually not invited to floors other than the ground floor, which contains our reception and conference areas.
  - (c) Provision of assistance for those attending conferences or meetings with impaired hearing. Chambers has an amplified conversation listener with Bluetooth connection for listening devices.
  - (d) Ensuring that its website and other electronic materials are reasonably accessible.

### **Barristers, staff, pupils and others in Chambers**

12. Barristers, staff or pupils with specific requirements should make requests to the Chair of the CMC for reasonable adjustment decisions. All requests for adjustments will be considered on a case-by-case basis with the advice and assistance of the EDO. Adjustments will be made insofar as they are reasonable and, where it is not possible to make the adjustment, viable alternatives will be discussed with the applicant within a reasonable time.
13. The CMC 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.

### ***Clients and visitors to Chambers***

14. Barristers are responsible for considering reasonable adjustment requests for clients and visitors with a disability. They are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors to Chambers whom they know to be disabled and are likely to require assistance.
15. Any physically or mentally impaired person intending to visit chambers should, save in an exceptional circumstances, notify chambers in advance of any reasonable adjustments which they may need for the purposes of any intended visit to Chambers. Any professional client instructing a member of Chambers should notify chambers in advance of any reasonable adjustments which their lay client (or any other person whom the professional client arranges to visit chambers) may need for the purposes of any intended visit to Chambers.
16. In no circumstances will Chambers pass on the cost of making a reasonable adjustment to a disabled person. This includes the costs of additional services outside chambers (such as attending meetings outside chambers) if that additional service qualifies as a reasonable adjustment.
17. This policy is reviewed by the EDO every two years. The date of last review was 1<sup>st</sup> November 2022.