

## **EQUAL ACCESS TO AND FAIR ALLOCATION OF WORK POLICY**

### **Aim and remit of policy**

1. Furnival Chambers is committed to ensuring that all members of Chambers and pupils receive equal access to and fair allocation of work. To this end:
  - a) All unnamed work to pupils shall be offered by email, and at the same time by Steven Ball, Senior Clerk, whose responsibility it shall be to ensure, as far as is reasonably practicable, a fair allocation of work, and who shall submit a written report detailing the allocation that has been made in that pupillage year to the annual meeting of the Tenancy Committee in July, with a copy sent to the Chambers' Equality and Diversity Officer (who is currently Sandip Patel).
  - b) All members of Chambers shall meet at regular intervals with the Senior Clerk to discuss individual practice development, and in particular to consider the amount and type of work done, the amount of fees earned and received, and the solicitors instructing;
  - c) The Chambers' Equality and Diversity Officer will enquire annually whether any member of Chambers or pupil believes that this policy is being or has been violated by any person, in any manner; and
  - d) All clerks involved in the distribution and monitoring of work allocation, shall be provided with equality and diversity training.
2. All members of Chambers and clerks are required to comply with this policy. Failure to do so will result in the implementation of disciplinary procedures(as set out in the Chambers' Equality Procedures), including (in respect of clerks) dismissal for serious offences.

3. The Chambers' Equality Procedures will apply to any grievance or complaint about the implementation of this policy or the treatment of any member of Chambers or pupil in any matter which relates to the allocation of work.

#### **Circulation**

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

#### **Monitoring and review**

5. A copy of this Policy is available to all on the Chambers website. This policy will reviewed by the Chambers' Equality and Diversity Officer at least every two years. The date of the next review will be November 2014.