

## FLEXIBLE WORKING POLICY

1. The aim of this policy is to set out the internal regulations of Furnival Chambers (chambers) in relation to the entitlement of any member to manage his or her practice under a Flexible Working Arrangement (FLA).
2. A FLA means that an individual has agreed with chambers that he or she intends to work in such a way so as to enable the individual to manage their family or other responsibilities or any disability and remain in practice. Such may be achievable by the barrister working part-time (whether on specified days or for flexible hours), taking a career break of up to one year or by working from home (i.e. a largely paper-work practice).
3. It is the aim of this policy to encourage members of chambers to remain in, or to develop, a successful practice notwithstanding the fact that their own personal circumstances may render it impractical or undesirable for them to practice at the Bar full time or to attend chambers in person on a regular basis.
4. Every member of chambers is entitled to practice under a FLA.
5. A member of chambers wishing to work under a FLA shall notify the Directors' Committee in writing giving as much notice as is practicable and in any event of not less than 2 months of the proposed commencement date of such an arrangement.
6. A member of chambers practising under a FLA shall be required to pay the standard monthly administrative charge, being, rent, 11% of gross receipts and charges incidental to administration of chambers (unless revised). The reason for this is that the greater part of chambers' administrative charges are calculated on a percentage basis proportionate to the fees received by a member of chambers whilst the remaining element of the monthly administrative charge relates to payment of rent in relation to chambers' use of its premises at 32 Furnival Street and within 30 Furnival Street.
7. The Head/s of chambers will ensure that a member of chambers practising under a FLA is offered the same opportunities to attend training events, social occasions, marketing events and chambers' meetings as if he or she were working full time. Whenever practicable, such individual shall be consulted as to the arrangement of the date for such events with their ability to attend taken into consideration.

8. Members of chambers wishing to take a career break of up to one year for reasons other than Parental Leave (as to which, see separate Parental Leave Policy) shall notify the Directors' Committee of their intention to do so and the reason for such career break.
9. It is the responsibility of the individual barrister who intends to practice under a FLA to ensure that the practical arrangements with chambers are agreed with the Directors' Committee and are noted in writing before any period of flexible working commences.
10. This policy is circulated to all members of chambers and its clerks who are required to:
  - read and understand the policy and
  - understand their role in relation to the policy.
11. Complaints about any breach of this policy should in the first instance be made to the Chambers' Equality and Diversity Officer alternatively to any member of the Directors' Committee.
12. This policy was adopted on 10 March 2013 and will be reviewed every 2 years.