

SERJEANTS' INN CHAMBERS
REASONABLE ADJUSTMENTS POLICY

This policy is effective as of January 2020.

The policy is to be reviewed by the end of January 2023.

Aim and Remit of Policy

1. Serjeants' Inn Chambers ("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 from it. This policy covers all barristers, staff, pupils, mini-pupils and visitors to chambers.

Circulation

2. This policy is circulated to all barristers, staff, pupils and mini-pupils by its placement upon Chambers' intranet.

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 twelve months or more.

Examples of Reasonable Adjustment

4. This policy does not provide an exhaustive list of the reasonable adjustments that chambers will make for barristers, staff, pupils, mini-pupils or visitors. However, the 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.
- (c) Provision of auxiliary aids, e.g. induction loops.
- (d) Provision of accessible conference room facilities.
- (e) Provision of a reader or interpreter.

Barristers, Staff and Others in Chambers

5. Barristers or staff with specific requirements should make requests for reasonable adjustment decisions to one of the Joint Chief Executives or the Equality and Diversity Officer(s) or the Heads of Chambers.
6. All requests for reasonable adjustments will be considered by the Heads of Chambers on a case by case basis with the advice and assistance of Chambers' Equality and Diversity Officers.
7. When considering the fact, nature and impact of any disability upon the applicant, and the reasonableness of any adjustment, the Heads of Chambers may require the requestor to provide such information as is reasonable to enable them to reach a decision and, before doing so, may seek medical or legal advice upon the same.
8. All requests for or consideration of reasonable adjustments, and any information or advice given in relation thereto, shall remain confidential as between the applicant and the Heads of Chambers, the Joint Chief Executives, or the Equality and Diversity Officer(s), unless and to the extent that the applicants permits otherwise.
9. Where it is not possible to make the adjustment requested, viable alternatives will be discussed with the applicant.
10. The Joint Chief Executives are responsible for considering whether or not disabled barristers, staff, pupils or mini-pupils require assistance during an emergency evacuation and, if so, whether or not a personal emergency evacuation plan is required for the individual concerned.
11. If such a plan is required, it will be developed in partnership with the individual concerned in order to ensure that adjustments may be made to the emergency evacuation procedure set out in the Operations Manual.

Visitors to Chambers

12. Barristers are responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any reasonable adjustments that are likely to have to be made for visitors whom they know to be disabled and to be likely to require assistance.
13. Visitor requests for specific reasonable adjustments may be made by contacting the Chambers Administrator, Julia Farrell.

Cost of Making Reasonable Adjustments

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

Monitoring and Review

15. This policy is reviewed by chambers' Equality and Diversity Officers within three years. The next review is due in January 2023.

MHQC, BB & MJD, January 2020