

CHAMBERS EQUALITY AND DIVERSITY POLICY

1. KCH Garden Square operates a policy of encouraging diversity within the members of Chambers, pupils and staff. The basis of this policy is to communicate our commitment to the promotion of equality of opportunity and diversity. Members of KCH Garden Square abide by the Code of Conduct and the legal and regulatory requirements set out in BSB Handbook Equality Rules.
2. This policy applies to members of Chambers and members of staff, pupils and mini-pupils, as well as all applicants to Chambers. In addition, both professional and lay clients are also protected from discrimination.
3. KCH Garden Square, both as a Chambers and as individual practising members, is opposed to all forms of unlawful and unfair discrimination and does not discriminate, either directly or indirectly, on the basis of any of the 'protected characteristics':
 - a. Race (including Ethnic or National Origin, Colour, Nationality and Citizenship)
 - b. Sex
 - c. Pregnancy & Maternity
 - d. Disability
 - e. Sexual Orientation
 - f. Marital Status
 - g. Religion or belief
 - h. Age
 - i. Gender Reassignment

Recruitment & Diversity Data Collection

4. KCH Garden Square is committed to ensuring that members, pupils, mini pupils and staff are selected without discrimination and has recruitment and selection procedures for members, pupils, mini pupils and staff which provide equality of opportunity, with a monitoring system to ensure that KCH Garden Square's Equality and Diversity policy is effective and in line with The Bar Standards Board Handbook Equality Rules.
5. In line with the BSB Handbook Equality Rules, the person with lead responsibility for any selection panel and every member of all selection panels must have received recent and appropriate training in fair recruitment and selection processes. Chambers is committed to ensuring that the guidance on fair recruitment and selection set out in the Bar Council's Fair Recruitment Guide for the Bar is also adhered to.
6. KCH Garden Square recognises the need to collate, monitor and review diversity data in order to ensure that Chambers may best fulfil its commitment to equality and diversity. Data collated for the purposes of recruitment monitoring should not be anonymous, in line with the BSB Handbook Equality Rules, but the identity of individuals will be concealed in the analysis of data. All information held by Chambers will be in line with Chambers' Data Protection Policy and General Data Protection Regulation (GDPR) requirements.

7. The Pupillage Committee will collect and provide to the Equality & Diversity Officers annually within 3 months of the end of the recruitment process an analysis of the determination of applications broken down by the relevant protected characteristics. The Equality & Diversity Officers will review the information within 2 months of receipt and will discuss any issues arising with the Heads of the Pupillage Committees. The Equality & Diversity Officers will report to the Board of Directors their conclusions at the first quarterly Board Meeting following the outcome of the process.
8. In line with the Bar Standards Board Equality & Diversity Rules of the Code of Conduct, KCH Garden Square is required to publish an anonymised summary of diversity data regarding both members of Chambers and staff. Chambers Chief Operating Officer shall invite members of Chambers and staff to provide diversity data in respect of themselves every three years.
9. No member of Chambers or staff shall be compelled to provide diversity data and provision of diversity data by individuals is entirely voluntary. Data collected shall be anonymised and an accurate summary of such data shall be published on the KCH Garden Square website.

Fair Access to Work

10. KCH Garden Square is committed to ensuring that the affairs of Chambers are conducted in a manner which is fair and equitable for all members of chambers, pupils and/or staff, free from any discrimination on any of the protected grounds. This includes, but is not limited to, the fair distribution of work amongst members of Chambers and pupils.
11. Chambers is committed to ensuring that the practice development team are provided with diversity training, briefed on the importance of the fair allocation of work, made aware of their legal obligation not to discriminate on any of the protected grounds and their duty to act equitably when distributing work.
12. The practice development team at KCH Garden Square will not accept instructions from lay or professional clients that are discriminatory. If a professional or lay client refuses to withdraw a discriminatory request and continue to insist on a discriminatory allocation of work, the work will be politely refused, the practice development team member shall make a full note of the incident immediately and the solicitor will be reported to their professional disciplinary body.
13. Chambers will ensure that the practice development team use LEX software to monitor Chambers' internal distribution procedures and instructing solicitors' briefing practices. The majority of work received into chambers is for a named barrister requested by the professional or lay client. In the case of non-designated work, chambers policy is to allocate work on the basis of ability and availability and in a non-discriminatory manner. The distribution of such work should be systematically monitored on LEX to ensure that any disparities in allocation are identified and rectified.
14. Chambers' Chief Operating Officer will be responsible for overseeing the monitoring of work and should meet with each of the Practice Directors on a quarterly basis in order to compare and review the work distribution data to ensure that work is distributed in a

manner which is fair. The work distribution data should be used to ascertain whether any instructing organisations or solicitors exhibit briefing practices which tend to favour a particular group. If any such trend is identified, it will be reported to the Equality & Diversity Officers who will, with the relevant Practice Director and Board of Directors consider whether there is any underlying discriminatory practice and (if so) what steps should be taken in order to remedy the situation.

15. If a member of Chambers or pupil wishes to make a formal complaint about the allocation of work, then KCH Garden Square's Complaints and Grievance Procedure should be followed.

Implementation and Review of Policy

16. KCH Garden Square has appointed Equality, Diversity and Inclusion Officers who, alongside Chambers' Chief Operating Officer, undertake responsibility for:
 - a. ensuring that Chambers' written Equality and Diversity Policy is implemented and reviewed no less than every two years to ensure that it complies with the BSB Handbook Equality Rules;
 - b. preparing, reviewing and implementing an Equality Action Plan;
 - c. liaising with The Bar Council and BSB where appropriate on behalf of Chambers in relation to matters relation to equality and diversity;
 - d. assisting members of Chambers, pupils, mini-pupils and members of staff with any problems, issues or queries they may have on equality and diversity issues;
 - e. advising the Head of Chambers, Practice Directors, the Pupillage Committees and the Board of Directors on equality and diversity issues;
 - f. encouraging all members of Chambers and staff to undertake equality and diversity training and ensuring that those who are involved in assessing candidates for recruitment of pupils, tenants and members of staff are trained in non-discriminatory selection techniques;
 - g. monitoring all collated data and ensuring that any actions necessary to remedy or investigate unfair outcomes are developed and added to Chambers' equality action plan.
17. KCH Garden Square's current Equality and Diversity Officers are Jamal Jeffers and Lisa Hardy.

Communicating the Policy

18. This policy is sent to all current members of Chambers, pupils and employees.

19. A copy of the policy is available on Chambers' website, both publicly and in the members area and it is also available on request from Chambers' Chief Operating Officer or the Equality and Diversity Officers.
20. All new members of Chambers, pupil, employees and others temporarily at Chambers (such as mini pupils) will be referred to the policy on Chambers' website or provided with a copy on request.

Glossary

Head of Chambers	Mr Jeremy Janes
Deputy Head of Chambers	Miss Louise Sapstead
Head of the Civil and Family Team	Mr Tom Russell
Head of the Criminal Team	Mr Hal Ewing
Head of Pupillage (Civil and Family)	Mr Oliver Nunn
Head of Pupillage (Crime)	Miss Leanne Summers
Equality and Diversity Officer	Mr Jamal Jeffers and Mrs Lisa Hardy
Wellbeing Officer	Miss Frida Dahlqvist
Chief Operating Officer	Mrs Hannah Scothern
Criminal Practice Director	Mr Anthony Krogulec
Family/Civil Practice Director	Mr Stuart Walker