

Temple Court Chambers
Fair Recruitment Policy -Staff
(amended as at 1st July 2022)

Introduction

1. Chambers considers all forms of Discrimination to be unacceptable in the workplace.

2. Chambers will take all reasonable steps:
 - (1) to provide equal opportunities throughout employment, including in relation to remuneration, recruitment, training, working conditions and promotion of staff.

 - (2) to see that no employee receives less favourable treatment or is unlawfully discriminated against on grounds of sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief.

 - (3) to see that all employees are made aware of the provisions of this policy and that all employees are required to ensure that the policy is carried out properly.

3. Chambers will not ignore, or treat lightly, grievances or complaints from employees, or make unwarranted assumptions that the individual is oversensitive about discrimination, but will treat them appropriately in accordance with the grievance procedure.

Recruitment, Selection and Promotion

4. Chambers will take all reasonable steps
 - (1) to ensure that information about vacant posts will be circulated appropriately so that it may reach as wide and diverse a group of those who are potentially objectively qualified as is reasonably practicable.

 - (2) to ensure that no recruitment literature or advertisements imply a preference for any one group of applicants unless there is a general occupational qualification which legitimately limits the post to a particular group.

Where a particular qualification is legitimately required, Chambers will (as far as reasonably practicable) state that a substantively comparable qualification obtained overseas is as acceptable as a UK qualification.

(3) to comply with the Equality and Diversity Rules of the BSB Handbook, the BSB Handbook Equality Rules (Supporting Information), the Bar Council's guidance for implementing positive action provisions under ss 158 and 159 of the Equality Act 2010 and the Attorney-General's Equality and Diversity Expectations Statement.

(4) to recruit, select and promote employees on the basis of ability, skill and/or qualification, or such other objective and fair criteria as may be appropriate in the particular circumstances, without Discrimination.

(5) to avoid making any requirements when recruiting, employing or promoting employees which would exclude or detrimentally affect a higher proportion of a particular sex or racial group or otherwise directly or indirectly discriminate against those who possess or are perceived to possess one or more of the protected characteristics.

Training of selection panels

5. Every member of all selection panels involved in the recruitment of staff must be trained in fair recruitment and selection processes, except in exceptional circumstances. Except in unforeseen and exceptional circumstances, the person with lead responsibility for any selection panel and at least one member of any selection panel (who may be the same person) has received recent and appropriate training in fair recruitment and selection processes.

Training, Facilities and Benefits

6. Chambers will take all reasonable steps:
 - (1) to provide all employees with the appropriate training for their needs, without discrimination.
 - (2) to make training, facilities and benefits available in a way which avoids indirect discrimination.

Monitoring and Review

7. The Equality and Diversity Officer shall regularly review applications for employment and the number and percentages of Members and staff from different groups. Such review shall include:

- (1) collecting and analysing data broken down by race, disability, and gender;
- (2) investigating the reasons for any disparities in that data; and
- (3) advising as to appropriate remedial action.

Review

8. Chambers will take all reasonable steps:

- (1) to ensure that all aspects of the policy are kept under review in order to ensure the effectiveness of the Equal Opportunities Policy, including by reference to monitoring data and analysis.
- (2) to review, from time to time, its selection criteria for recruitment, training and promotion to ensure they do not constitute and could not lead to discrimination.
- (3) to keep under review whether any, and if so what, positive action should be taken to redress any under-representation.

Responsibilities

9. The Management Committee/Head of Chambers will take all reasonable steps:

- (1) to ensure that this Equal Opportunities Policy in relation to Employees is upheld.
- (2) to see that they are kept informed if behaviour which is contrary to the Equal Opportunities Policy in relation to employees has taken place, and to ensure it does not occur.

10. All complaints must be treated seriously and the failure of the member who is responsible for investigation of the complaints to carry out his or her duties in respect of equal opportunities may lead to disciplinary action being taken against him or her.

11. Chambers will take all reasonable steps to see that the members in the Management Committee/ Equal Opportunities Officer are sufficiently trained in aspects of equality and diversity and sufficiently informed in order to be able to carry out efficiently the Equal Opportunities Policy in relation to employees and deal with any discriminatory acts.