



Kenworthy's

Annex (d) Chambers

KENWORTHY'S CHAMBERS FAIR ACCESS TO WORK POLICY

The affairs of Kenworthys Chambers will be conducted in a manner which is fair and equitable; this includes but is not limited to fair distribution of work.

Chambers is committed and will take all reasonable steps to making sure that all Members of Chambers and Pupils receive fair allocation and equal access to work.

1. Pupils and tenants will be offered the opportunity to experience the full range of work and training undertaken by Chambers
2. Chambers offers a transparent procedure for work allocation and fair distribution of any unnamed work.
3. All clerks are fully aware of the responsibility they carry in monitoring unnamed work (which is stored electronically) they report and review this with the Practice Manager on a quarterly basis.
4. Analysis should include the amount of work done, type of work, fees earned, received and instructing solicitors.
5. If any problems are evident they will be addressed further by The Practice Manager, with the clerk and if necessary the individual member.
6. Chambers will also use work distribution data to ascertain whether any instructing organisations or solicitors exhibit briefing practices which tend to favour a particular group. Any such trend should be considered by the Practice Manager and Equal Opportunities and Diversity Officer to see if there are any underlying discriminatory practices.
7. Pupils and Junior Tenants will have quarterly reviews, consisting of full breakdown of work allocation, income received, and debtors, they will be given every opportunity to raise concerns or discuss any aspect of their practice in more detail.
8. The Practice Manager will offer any support and guidance to assist any member of Chambers in respect of practice development and marketing.
9. Chambers encourages pupils and junior tenants to take part in Chambers' seminars and lectures both internal and external, write or contribute to articles in professional publications, become involved in professional organisations in their line of work and become involved in any legal advice or support centres or organisations.
10. All members of Chambers and Clerks are required to comply with this policy
11. Any complaints or grievances relating to this policy will be dealt with in line with Chambers Equality Policy.
12. If a pupil, member of Chambers or member of staff has a query or concern about this policy or its implementation, he or she should raise it with the Chambers' Equal Opportunities Officer.

MONITORING

This policy will be reviewed May annually by Chambers Equality and Diversity Officer and the Practice Manager.