



# Northampton Chambers

## REASONABLE ADJUSTMENTS POLICY

Effective Date	May 2020
Policy Owner	Head of Chambers
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Circulation	Chambers Website

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This is the Reasonable Adjustments Policy for Northampton Chambers, which is established in accordance with Rule C110(3)(m) of the BSB Handbook Equality Rules.

1. This policy is aimed at supporting disabled clients, Chambers' workforce and others, including temporary visitors to Chambers. It is intended to enable disabled people to request, and Chambers to consider, reasonable adjustments so as to comply with the requirements set out in the Equality Act 2010.
2. Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working with Chambers or receiving legal services. This policy covers all employees of Chambers, members, clerks, pupils, mini-pupils and visitors to Chambers.
3. This policy is circulated to all members, staff, pupils, clerks and those who are required to read and understand it.
4. 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 he/she 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 12 months or more.
5. Chambers' Management Committee considers and investigates possible adjustments to accommodate identified disabilities of prospective or current pupils, members of Chambers or employees. Chambers' Equality and Diversity Officer ("EDO"), who has received training in equality and diversity issues, is part of the Management Committee.
6. Should any member of Chambers or pupil or employee consider themselves to be/to have become disabled within the meaning of the Equality Act 2010, they are encouraged to bring to the attention of the EDO and/or the Management Committee any problems they feel they face and to request or suggest any reasonable adjustments which they consider may assist in alleviating such problems.
7. All requests for reasonable adjustments will be considered on a case by case basis by the Management Committee in consultation with the person in question and, if appropriate, with institutions outside Chambers which may be able to provide specialist advice such as the Disability Rights Commission or specialist charities (such as the RNIB).
8. The Management Committee will decide whether to make such an adjustment. When deciding whether an adjustment is reasonable, regard will be had to matters including: how effective the adjustment will be in avoiding the disadvantage the disabled person would otherwise experience, the practicality of making it, the cost of doing so, health and safety factors, and Chambers' resources and size.
9. Where it is not possible to make the adjustment requested, the Management Committee will discuss viable alternatives with the applicant.
10. The Head of Chambers is responsible for considering whether or not disabled staff, members or pupils require assistance during an emergency evacuation and if so whether or not a personal emergency evacuation plan is required for the individuals concerned. If so, the plan will be developed in partnership with the individual concerned in order to ensure that adjustments to the emergency evacuation procedure may be made.

11. Chambers' website and advertising literature will include a statement to the effect that reasonable adjustments will be made on request where this will assist disabled people to use Chambers' services and inviting professional clients to identify to Chambers in advance any disabilities of particular clients which may require adjustments and/or adjustments that may be necessary to accommodate the needs of particular clients.
12. It would be helpful to know in advance if any planned visitors have specific requirements in order that we can ensure that we provide you with the best possible service. If holding a conference in Chambers would be inconvenient, alternative arrangements will be considered for the conference to take place at the solicitor's offices, another convenient location or remotely.
13. In no circumstances, will Chambers pass on the cost of a reasonable adjustment to a disabled person or client. The cost of any such adjustments (whether relating to members of Chambers, Chambers' employees, pupils or visitors to Chambers) as are implemented will, in appropriate cases, be treated as expenses of Chambers as a whole.
14. This policy will be reviewed by Chambers' EDO annually.