

NEW TEMPLE CHAMBERS EQUALITY & DIVERSITY POLICY

INTRODUCTION

1. This policy document is intended to comply with the Bar Standards Board (BSB) Handbook and in particular the Core Duty CD8 by which “*You must not discriminate unlawfully against any person*” and the Equality Rules.
2. This policy document sets out the following:
 - 2.1. [Equality and Diversity Policy](#)
 - 2.2. [Harassment Policy](#)
 - 2.3. [Reasonable Adjustments Policy](#)
 - 2.4. [Parental Leave Policy](#)
 - 2.5. [Flexible Working, Part-time Working and Career Breaks Policy](#)
 - 2.6. [Diversity Data Policy](#)
 - 2.7. [Equality and Diversity Action Plan](#)

EQUALITY AND DIVERSITY POLICY

3. The members of New Temple Chambers (“Chambers”) are committed to ensuring an absence of direct or indirect discrimination on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, gender reassignment, gender identity, marital or civil partnership status, pregnancy or maternity, disability, religion, age or political persuasion.
4. With a view to implementing that commitment, tenants, pupils, clerks and staff (whether employed or self-employed) will comply with all relevant statutory requirements and will have regard to the Equality and Diversity Provisions of the Code of Conduct.

5. This Policy applies in particular to:
 - 5.1. The selection, recruitment and treatment of tenants, pupils and mini-pupils.
 - 5.2. The selection, recruitment and treatment of clerks and other members of staff (whether employed or self-employed).
 - 5.3. Fair access to work and the allocation of unassigned work within Chambers.
 - 5.4. Equality and diversity monitoring.
 - 5.5. The treatment of lay and professional clients.
 - 5.6. Complaints and grievances.

6. Chambers shall appoint the Head of Chambers as its Equality and Diversity Officer assisted by other members of Chambers with the responsibility of ensuring that this Policy is being complied with.

7. Chambers has appointed a Diversity Data Officer ("DDO"), Charles Edwards (Head of Chambers), whose role is to collect, process and publish data relating to certain characteristics of all members of the Chambers' workforce, including barristers, pupils, clerks and other members of staff (whether employed or self-employed).

8. For the purposes of this Policy, "discrimination" shall include victimisation and harassment, all of which expressions are defined in the Equality Act 2010.

The Selection and Recruitment of tenants, pupils and mini-pupils:

9. The selection and recruitment of tenants, pupils and mini-pupils will be conducted openly and objectively and be effected in accordance with the principles of equality and diversity as set out in paragraph 3 above.

10. The selection and recruitment of pupils, and of such pupils as will be effected in accordance with the Pupillage Policy (where applicable).

11. The selection and recruitment of other junior tenants shall be effected in accordance with the relevant provisions of the Pupillage Policy (where applicable).

12. The selection and recruitment of tenants other than junior tenants shall be effected with regard to the criteria set out in the Junior Tenant Selection Policy, and by means of such of the procedures therein as Chambers considers to be appropriate in the circumstances of the particular case.

Mini-pupillage:

13. Mini-pupillages shall be awarded in accordance with the principles of equality and diversity as set out in paragraph 3 above.
14. Mini-pupillages shall be awarded in accordance with the relevant provisions of the Pupillage Policy (where applicable).

The selection and recruitment of clerks and other members of staff (whether employed or self-employed):

15. The recruitment of clerks and other members of staff (whether employed or self-employed) will be conducted openly and objectively and in accordance with the principle of equality and diversity as set out in paragraph 3 above but otherwise by reference to such procedures as Chambers considers to be appropriate in the circumstances of the case.

Fair access to work and the allocation of unassigned work within Chambers:

16. For the purposes of this clause unassigned work means:
 - 16.1. Work that comes into Chambers with no name and is addressed to the clerk.
 - 16.2. Work that comes into Chambers for a named barrister selected by the solicitor on the recommendation of a Clerk or Chambers' Administrator ("Clerk").
 - 16.3. Returned work re-allocated by a Clerk
 - 16.4. Junior work to be assigned by a leader
 - 16.5. Leading work to be assigned by a junior
17. Only clerks and members who have undergone approved equality and diversity training shall be permitted to allocate unassigned work.

18. The Clerk/s shall so far as practicable record their reasons for the allocation of unassigned work and the DDO shall process and publish a summary of the monitored data annually in December.
19. In the event of a complaint, the Senior Clerk shall, if requested by the EDO or the tenant making the complaint, furnish an explanation (in writing if so requested) for the allocation of any particular item of unassigned work by any tenant or the clerks.
20. The EDO shall monitor the allocation of work data not less than once per year and shall report to the Chambers AGM with the results of such monitoring.
21. Instructions which are discriminatory and therefore in breach of the principles set out at paragraph 3 above, will not be accepted.

Complaints and grievances:

22. The procedures set out in this clause shall apply to any equality and diversity complaint concerning:
 - 22.1. The conduct of a tenant, pupil, clerk, or other member of staff (whether employed or self-employed), made by -
 - 22.1.1. a tenant, pupil, clerk, member of staff (whether employed or self-employed), lay or professional client or,
 - 22.1.2. in relation to the selection and recruitment of tenants, pupils, clerks or members of staff (whether employed or self-employed), by an applicant, or
 - 22.2. the conduct of any other person made by a tenant, pupil, clerk, or other member of staff (whether employed or self-employed), (where that conduct occurs in the course of tenancy, pupillage, or employment of that clerk or other member of staff).

In respect of any complaint against a clerk or other member of staff (whether employed or self-employed), the procedures set out in this

clause shall be adopted subject to the terms of his or her employment contract, and in respect of any complaint within (22.1.2), the procedures set out in this clause shall be modified as appropriate in the circumstance that the respondent is not a member of Chambers, pupil, clerk, or other member of staff (whether employed or self-employed).

23. In the first instance the complaint shall be notified, orally or in writing, to the EDO who, with the consent of the complainant and respondent, shall endeavour to resolve the complaint informally, with the assistance of other members of Chambers and/or the Head of Chambers (where the Head of Chambers is not the EDO) or any other member as they may consider appropriate.
24. If consent under paragraph 23 is not given, or if informal resolution fails within a period of 28 days, the complaint shall be put in writing by the complainant (if this has not already been done) and notified to the Head of Chambers who shall within 7 days of that notification appoint at least two senior members of Chambers (of not less than 10 years' call and who have undergone equality and diversity training as set out in paragraph 29 below) to investigate the complaint.
25. Those investigating the complaint shall adopt such procedures, including the interviewing of those concerned, as appear to them to be appropriate in the circumstances of the case, having regard always to the principles of natural justice and the requirements of fairness and transparency. They shall also have regard to any report made or advice given in relation to the complaint by the EDO.
26. Tenants, clerks, pupils and other members of staff (whether employed or self-employed) and the complainant shall as far as may be practicable co-operate with those investigating the complaint and provide such information as they shall reasonably require.
27. In the event that the complaint is upheld, the Head of Chambers shall take such remedial action as is appropriate and the nature of that action shall be communicated to the complainant.

28. As far as may be consistent with the proper investigation of the complaint, both it and the identity of the complainant and respondent shall be kept confidential throughout the complaints procedure. The complainant shall not in any way be victimised or treated unfavourably by reason of the complaint having been made.

General:

29. Chambers is committed to ensuring that staff and tenants involved in processes relating to paragraph 4 above have undertaken approved equality and diversity training. Such training shall take place in accordance with Bar Standards Board guidance.
30. The EDO shall consider prior to the Chambers' AGM what training provisions should be made and make appropriate recommendations to the Management Committee.
31. The appropriate funds shall be allocated by Chambers to ensure the implementation and monitoring of and compliance with this Equality and Diversity Policy.
32. A copy of this Policy shall be given to every tenant, pupil, clerk and other member of staff (whether employed or self-employed), and to each new tenant, pupil, clerk or other member of staff on joining Chambers and shall be published on Chambers' website.

Review:

33. This policy was adopted on 28 October 2020. This policy was last reviewed on 28 November 2025. This policy will be reviewed on or before November 2027.

HARASSMENT POLICY

34. This policy covers all those working in chambers, visiting chambers and providing services to chambers.

35. New Temple Chambers is committed to providing a work environment in which all individuals, clients and the public are treated with dignity and respect. New Temple Chambers is determined to promote a work environment in which everyone is treated equally and with dignity and can flourish.
36. Harassment in any form will not be tolerated at New Temple Chambers. Harassment includes any unwanted conduct related to sex, race, disability, gender re-assignment, religion or belief, sexual orientation or age. Such behaviour may take many forms including:
 - 36.1. Conduct which is unwanted by the recipient and perceived as hostile or threatening;
 - 36.2. Conduct which gives rise to a hostile or threatening work environment;
 - 36.3. Conduct which creates an atmosphere in which it is feared that rejection or submission will be used as a basis for decisions which have an impact on the recipient at work such as an allocation of work or tenancy decision.
37. The following examples of types of behaviour which may amount to harassment:
 - 37.1. Physical or sexual assault;
 - 37.2. Requests for sexual favours in return for career advancement;
 - 37.3. Unnecessary physical contact;
 - 37.4. Exclusion from social networks and activities or other forms of isolation;
 - 37.5. Bullying;
 - 37.6. Compromising suggestions or invitations;
 - 37.7. Suggestive remarks or looks;
 - 37.8. Display of offensive materials, including on a computer screen;
 - 37.9. Tasteless jokes or verbal abuse, including any sent by email;
 - 37.10. Offensive remarks or ridicule;
 - 37.11. Dealing inappropriately or inadequately with complaints of harassment
38. Harassment is unlawful under the Equality Act 2010. In addition to the above unwanted conduct, it can arise where a person engages in any kind of

unwanted sexual behaviour (or gender reassignment or sex related behaviour).

39. Complaints of harassment may be raised informally in the first instance with the Head of Chambers or another senior member of chambers who will agree an appropriate response. Formal complaints should be made under the New Temple Chambers' grievance procedure.
40. Harassment is misconduct for employees or a breach of the Bar Code of Conduct for barristers. Allegations of harassment will be dealt with under the New Temple Chambers' disciplinary procedure.
41. Chambers is committed to ensuring that no-one who makes an allegation of harassment in good faith should be subjected to any detriment as a result, an victimisation of a complaint, witness or anyone else involved in the investigation of a complaints will be viewed as a disciplinary matter.
42. A copy of this policy is provided to all those for whom chambers constitutes a working environment, including members of chambers, pupils, squatters, clerks and other employees, temporary workers. Those who provide services to chambers such as contract cleaners, accountants and IT consultants, and mini-pupils and work experience students.
43. This policy was adopted on 28 October 2020 and will be reviewed on or before November 2027.

PARENTAL LEAVE POLICY

Definitions:

44. "parental leave" refers to leave taken by the main carer of a child following birth or adoption. This could be the mother, father, or adoptive parent of either sex.

Aims and purpose:

45. It is the aim of this policy to:
 - 45.1. Encourage members following parental leave to return to chambers and continue to build successful practices;

- 45.2. Prevent discrimination on grounds of parental responsibility;
- 45.3. Encourage and support members taking time off following the birth or adoption of a child without suffering financial hardship;
- 45.4. Comply with the requirements of the Code of Conduct and accompanying Guidelines.

Circulation:

- 46. This policy is circulated to all members, clerks and staff (whether employed or self-employed), all of whom are required to:
 - 46.1. Read and understand the policy; and
 - 46.2. Understand their role in relation to the policy.

Review of this Policy:

- 47. This policy is reviewed by Chambers' Equality and Diversity officer every two years.

Parental Leave:

- 48. Every member of chambers is entitled to return to chambers within a period of one year after giving birth or adopting a child for whom they are the primary carer.
- 49. (FLAT RATE) A member of chambers taking a period of parental leave is entitled to six months' free of chambers rent and expenses.
- 50. Members of chambers are required to notify chambers management and clerks of their intention to take a period of parental or adoption leave not less than 1 month before the commencement of the period of leave indicating the estimated commencement date and likely date of return.
- 51. If a member wishes to take more than six months' rent free parental or adoption leave s/he should notify chambers' management and clerks 1 month before the end of that period stating the estimated date on which s/he intends to return.

52. If a member wishes to take leave for a period longer than 12 months, this should be arranged with chambers management.
53. If a member is absent from chambers for more than 12 months without agreeing an extension with chambers management, her/his automatic right to return to chambers ceases unless such absence is due to consecutive births.
54. Where a membership ceases by virtue of the provision in paragraph 22, a member can re-apply to chambers in the usual way.

Arrangements During Leave:

55. A member on parental or adoption leave is encouraged to maintain contact with chambers.
56. Head of Chambers will ensure that the member is:
 - 56.1. Offered opportunities to do appropriate work if this is requested and;
 - 56.2. Invited to training events, social occasions, marketing events and chambers meetings; and
 - 56.3. Is consulted on any significant issues affecting the practice of chambers and;
 - 56.4. Receives assistance with the re-establishment of their practice on return to work, including (where requested) the arrangement of a "practice meeting" with the relevant clerk within two weeks before the member returns to work.

Undertaking work during leave:

57. (FLAT RATE) Informal working arrangements during a period of parental leave do not affect a member's entitlement to the six month period free of rent, provided that the Head of Chambers is kept informed of the arrangements by the member of chambers and is satisfied that the level of work being undertaken does not constitute a return to practice.

Return from Leave:

58. It is the policy of New Temple Chambers to enable parents to work reduced hours on return from a period of prenatal or adoption leave. This should be discussed with chambers' management and clerks.

Complaints:

59. Any member who wishes to make a complaint regarding a breach of this policy should in the first instance contact chambers' Equality and Diversity Officer.

Contact:

60. Chambers Equality and Diversity Officer is Charles Edwards (Head of Chambers) who can be contacted at:

charles.edwards@newtemplechambers.com

61. Charles Edwards (Head of Chambers) is the point of contact for all queries regarding this policy.

FLEXIBLE WORKING, PART-TIME WORKING AND CAREER BREAKS POLICY

62. This is the flexible working, part-time working and careers break policy for New Temple Chambers which is established in accordance with the Bar Standards Board Code.

63. C.110. para. L, which requires that:

"...chambers has a flexible working policy which covers the right of a member of chambers or employee to take a career break, to work part-time, to work flexible hours or to work from home so as to enable them to manage their family responsibilities or disability without giving up work."

64. This Policy has been written as a guide to how chambers will deal with members who wish to work flexibly for any of the above reasons, or for reasons of long term illness or sabbatical. Employees should refer to their contracts and any staff policies for the different provisions that apply to them, rather than this Policy.

65. All members of chambers as self-employed individuals are able to set their own working patterns, subject firstly to their obligations under chambers' Constitution/Rules to pay their chambers' expenses; and secondly, regardless of the ability to work flexibly, all members of chambers shall devote such time to their practice as shall be reasonably necessary to ensure that they provide proper professional services to lay and professional clients of their own or of chambers.
66. Chambers endeavours to work within the relevant statutory, regulatory and professional frameworks in relation to equality and diversity, and recognises that those with certain protected characteristics e.g. those with disabilities; those with caring responsibilities; and those in older age groups, are afforded protection from various types of discrimination in relation to flexible working and reasonable adjustments under equalities legislation.
67. This Policy has been produced in accordance with the Bar Code of Conduct.
68. This Policy is made available and drawn to the attention of all members of chambers, clerks and staff all of whom are required to:
 - 68.1. Read and understand this Policy; and
 - 68.2. Understand their role in relation to this Policy.
69. This Policy will be reviewed by chambers' Equality and Diversity Officers every two years, who will report to Chambers Management Committee on its effectiveness and make recommendations as required.

Areas Covered by this Policy:

70. This Policy will deal with:
 - 70.1. General Guidelines with regard to flexible working
 - 70.2. Procedure and Guidelines for working flexibly
 - 70.3. Complaints and review

General Guidelines on Flexible Working:

71. Chambers recognises that, from time to time, members may decide they want to work more flexibly than is customary in full-time self-employed practice at the Bar, so as to enable them to manage childcare, family or other responsibilities, or to manage the effects of any ill-health or disability that they or a family member may have, alongside the continuation of their practice. Generally, such arrangements are a matter of the member's individual choice in accordance with paragraph 63 above.
72. These general guidelines apply to all members of chambers working flexibly whether or not they have applied for a deferred payment or payment plan as set out in the return to work policy.
73. In order to ensure that members working flexibly are not being discriminated against on any of the protected grounds under the Equality Act 2010 and for reasons of good practice management, they are encouraged to discuss with their chambers their wish to work flexibly and to discuss the ongoing arrangements in their practice reviews. They are also encouraged to declare that they are working flexibly when information is being gathered for the purposes of chambers' collection of diversity information for the purposes of the Bar Standards Board's Handbook E&D monitoring provisions.
74. Chambers recognises that it is in its long-term interests to retain all members, including those who work flexibly, in whose practices it has invested time and money and that accommodating and actively managing flexible working arrangements is likely to aid long-term retention of such members in chambers and in practice at the Bar.
75. Chambers shall encourage its members and staff to undertake training in relation to flexible working.
76. Chambers will ensure that a member working flexibly for whatever reason is:
 - 76.1. Invited to training events, social occasions, marketing events and chambers meetings;
 - 76.2. Informed about and consulted on any significant issues affecting their practice and the practice of chambers.

77. The following guidelines should be followed by members and chambers (through the members' clerking team):

77.1. When the member decides they wish to work flexibly, they should meet with the with their Senior Clerk prior to starting flexible working to discuss the following: -

77.1.1. the reason that they wish to work flexibly (if appropriate);

77.1.2. the hours and days that they wish to work, where the member intends to be based (home or chambers);

77.1.3. any geographical limitations the member would like to be placed on work allocated to them;

77.1.4. how their proposed days and hours of work are likely to affect the other members of their practice group;

77.1.5. how the member wishes their flexible working to be referred to in conversations with clients and other members of chambers;

77.1.6. what arrangements the member is going to make to ensure good communications are maintained with chambers, any clerks and with solicitors;

77.1.7. logistical issues (pigeon-hole contents; IT; couriers; payment of cheques etc.)

77.2. A review meeting will take place between four and six weeks after the start of the flexible working at which the member and Senior Clerk. Points 76.1 (76.1.1) - (76.1.7) above will be considered to see if the arrangements made are working in practice, and adjusted if necessary.

77.3. In the members' subsequent Practice Reviews, the Head of Chambers, Senior Clerk or other clerk carrying out the Review will consider and discuss with the member, in addition to the other elements of the Practice Review:

- 77.3.1. points 76.1 (76.1.1) - (76.1.7) above and how well the arrangements are working in practice, and if they need amendment;
 - 77.3.2. the information on the monitoring of allocation of unassigned work in relation to the member.
- 77.4. If the period of flexible working involves a period where the member ceases undertake any work at all for a period (e.g. sabbatical, illness), chambers, through the members' clerking team will ensure that the member returning to practice is assisted in the re-establishment of their practice.

Complaints and Other Information:

78. Any member of chambers who wishes to make a complaint about the application of this Policy or any other matter in respect of flexible working should in the first instance contact one of the chambers' Equality and Diversity Officers who will endeavour to resolve the complaint informally. If such attempt at a resolution fails, a grievance can be pursued under Chambers' Internal Grievance Procedure.
79. Members who have a disability should also have reference to the government's Access to Work scheme, which provides equipment and assistance to disabled individuals who may need additional equipment to be supplied to remove a disadvantage they suffer in the workplace.

Review:

80. This policy was adopted on 28 October 2020. This policy was last reviewed on 28 November 2022. This policy will be reviewed on or before November 2027.

REASONABLE ADJUSTMENTS POLICY

81. Aim: New Temple Chambers aims to provide a safe and accessible environment for its members, staff, pupils, mini-pupils, clients and visitors to Chambers. We have adopted a policy of providing suitable accommodation

and facilities allowing access to Chambers and access to Chambers' services. Where reasonable adjustments are required to accommodate specific needs these will be implemented following consultation with those involved.

82. New Temple Chambers is committed to making reasonable adjustment in order to remove or reduce substantial disadvantage for disabled people working with chambers of receiving legal services. This policy covers all employees of chambers, barristers, clerks, pupils, mini-pupils, and visitors to chambers.

Circulation:

83. This policy is circulated to all members, staff, pupils, clerks and those who are required to read and understand it.

Definition of disability:

84. For the purpose 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 12 months or more".

Types of reasonable adjustment:

85. This policy does not provide an exhaustive list of the reasonable adjustments that chambers will make for staff, barristers, pupils or visitors however the following type of adjustment that may be made are listed below:
 - 85.1. Provision of information in alternative formats (e.g. large print, Braille etc)
 - 85.2. Paid leave for disabled employees of chambers
 - 85.3. Provision of auxiliary aids e.g. inductions loops
 - 85.4. Provision of accessible conference room facilities
 - 85.5. Provision of a reader or interpreter

Staff, barristers and others in chambers

86. Staff or barristers with specific requirements should make requests to Charles Edwards (Head of Chambers) for reasonable adjustment decisions. All requests for reasonable adjustments will be considered on a case by case basis with the advice and assistance of chambers' Equality and Diversity Officer and where it is not possible to make the adjustment requested New Temple Chambers will discuss viable alternative with the applicant.
87. Head of Chambers is responsible for considering whether or not disabled staff, barristers or pupils require assistance during an emergency evacuation and if so whether or not a personal evacuation plan is required for the individual/s 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.

Visitors to chambers:

88. Barristers are responsible for considering reasonable adjustment requests for their visitors. They are also responsible for anticipating any likely reasonable adjustments that will need to be made for visitors whom they know to be disabled and are likely to require assistance. Visitor requests for specific reasonable adjustments may be made by contacting Charles Edwards (Head of Chambers) who can be contacted at:
charles.edwards@newtemplechambers.com

Cost of making reasonable adjustments:

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

Monitoring and review:

90. This policy is reviewed by chambers; Equality and Diversity Officer every two years. The date of the last review was November 2025.

DIVERSITY DATA POLICY

91. This is the Data Diversity Policy for New Temple Chambers. This policy is effective as of 28 October 2020.
92. The name of the registered data controller for New Temple Chambers is Charles Edwards (Head of Chambers) and the data controller's registration number of the Data Protection register is ZA029664.
93. The name of the Diversity Data Officer is Charles Edwards (Head of Chambers).

Collection of Diversity Data:

94. Members of chambers' workforce are given the opportunity to provide their Diversity Data for collection in accordance with the Bar Standards Board's requirements. The Diversity Data Officer is responsible for arranging and supervising the collection of Diversity Data.

Why Diversity Data is Collected:

95. Individuals have the opportunity to provide their Diversity Data in order for Charles Edwards (Head of Chambers) to publish an anonymous summary of such data. This provides transparency concerning recruiting and employment activities across chambers and analysis of diversity data encourages a strong, diverse and effective legal profession.

Please note: you are not obliged to provide your Diversity Data. You are free to provide all, some or none of your Diversity Data.

How Diversity Data is Collected:

96. Diversity Data will be collected through (i.e. completing an online form).
97. You will be provided with a copy of the online form by email, together with a copy of the consent form which you must complete if you wish to provide your Diversity Data.

98. All Diversity Data that is collected from individuals will be kept securely. Charles Edwards (Head of Chambers) shall put the following security measures in place to protect Diversity Data:
- 98.1. Diversity Data collection forms shall be kept under secure password-encrypted file, accessible only by the Data Diversity Office; or, in the case of hard copies in a secure, locked location;
 - 98.2. Diversity Data collection forms shall be accessible only by the Diversity Data Officer;
 - 98.3. Once the Diversity Data collection forms have been anonymised they shall be kept in a manner whereby access is controlled and shall be accessible only by the e Diversity Data Officer and the Head of Chambers.
99. Charles Edwards (Head of Chambers) will not share Diversity Data with any third parties, save as set out in this policy.
100. Should you access or disclose Diversity Data accidentally or intentionally when you are not authorised to do so, you must notify the Diversity Data Officer immediately.

Anonymising Diversity Data:

101. Charles Edwards (Head of Chambers) is required to anonymise Diversity Data before publishing it in summary form. We will securely anonymise Diversity Data by allocating each individual with a unique reference number which only the Diversity Data Officer will know. The list of reference numbers will be stored in a password protected form on the Diversity Data Officer's computer.

Publication of the anonymised summary of Diversity Data:

102. Where there are fewer than 10 (ten) individuals within each published category who identify through the questionnaire with the same diversity characteristic

(for example, 4 (four) individuals with a job role at the same level of seniority identify themselves as disabled), Charles Edwards (Head of Chambers) will not publish the anonymous data relating to those individuals unless it has their informed consent to do so.

Destruction of Diversity Data:

103. Charles Edwards (Head of Chambers) will securely destroy the Diversity Data collected promptly after the Data has been anonymised and in any event within 3 (three) months following the data of collection. Secure destruction means that as far as possible we shall not hold the Diversity Data in any way where it is not possible to identify an individual. In practice secure destruction means that as far as possible Chambers shall not hold the Diversity Data in any way.

104. Anonymised data will be kept for 12 months before being destroyed as above.

Questions or complaints:

105. You have a right to withdraw your consent or object to the use of your Diversity Data at any time.

106. Where your data has already provided and you wish to withdraw your consent to its use, please notify the Diversity Data Officer in writing at charles.edwards@newtemplechambers.com. He will promptly delete or destroy any Diversity Data which includes your personal data and will confirm to you that this step has been taken within 21 days of receiving notification from you.

107. Where the anonymised data has been published in summary form, the Diversity Data Officer will not extract your personal data from the published summary unless it is likely that continued publication could cause you or someone else substantial damage or distress. In such circumstances, the Diversity Data Officer will consider the reasons you have put forward and shall respond within 21 days from the date you notify him/her of your belief to let you know whether he/she has determined that the continued publication of the data is justified and, if not, to confirm the action taken to extract your data from the published summary and to delete or destroy any copies.

108. Should you have any questions or complaints about this Diversity Data Policy, please contact the Diversity Data Officer at:
charles.edwards@newtemplechambers.com

EQUALITY AND DIVERSITY ACTION PLAN

Date: November 2025

Created/updated by: Charles Edwards, Head of Chambers

Action No.	Action/Activity	Evidence Base	Deadline	Person/s responsible	Progress as at November 2025
1	Disseminate Bar Council Fair Recruitment Guide to all members of chambers	Members of chambers to refresh their knowledge on fair recruitment policies by reading the guide.	December 2025	Chambers' EDO	In progress. All members will be provided with copy of FRG via email.
2	Provide confirmation in writing to Chambers' EDO that private study of Bar Council Fair Recruitment Guide has been undertaken.		December 2025	All members of Chambers	In progress - awaiting confirmation
3	Disseminate email from Head of Chambers/ Management Committee explaining the reasons for the collection of diversity data and encouraging members of chambers' workforce to provide it.		December 2025	Head of Chambers	Due to be completed
4	Review all E&D Policies to ensure that they comply with current Legal and regulatory requirements, the requirements in Chambers' E&D Policy Booklet and Chambers' empirical experience	Regulatory Requirement BSB Handbook Rule C110(3)(e)	Annually - next review by November 2026	Head of Chambers	

5	Conduct an annual review of all complaints/ grievances processes		Annually - next review by November 2026	Head of Chambers	No complaints/ grievances in 2025
6	Conduct an Access Audit to review Chambers' current accessibility for disabled persons		Bi-annual - next by May 2026	Head of Chambers	Audit conducted in November 2025 at Chambers primary practice address (30 St Mary Axe, EC3A 8BF - The Gherkin) where client meetings are held. No recommendations.
7	Further E&D training to be undertaken (including Fair Recruitment and Flexible Working Practices) by members of Chambers		During 2026	Head of Chambers	Due to commence.