



Chambers of John McDonnell QC

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REASONABLE ADJUSTMENT POLICY

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, barristers, pupils, mini pupils and visitors to Chambers.

This policy is circulated to all members of staff and those who are required to read and understand it.

For the purposes of this policy the definition of disability follows that set out in the Equality Act 2010. A person is therefore disabled if they have a physical or mental impairment which has a substantial and long term adverse effect on their ability to carry out normal day-to-day activities. "Substantial" means more than minor or trivial and "long term" means 12 months or more".

This policy does not provide an exhaustive list of the reasonable adjustments that Chambers will make for all members of staff or visitors; however the following types of adjustment that may be made are listed below:

- Provision of information in alternative formats (eg large print, Braille etc.).
- Paid leave for disabled employees.
- Provision of auxiliary aids eg induction loops.
- Provision of a reader or interpreter.

When deciding whether an adjustment is reasonable, Chambers will consider:

- Chambers' resources and size;
- how effective the change will be in avoiding the disadvantage the disabled person would otherwise experience;
- its practicality;
- the cost;
- the availability of financial support;
- any suggestion by the disabled person as to what adjustment(s) ought to be made;
- any medical information supplied by the disabled person as to his or her disability and its effects.

Chambers strongly encourages the disabled person to supply any relevant information in relation to the above, which will be treated in confidence.

Staff with specific requirements should make requests to the Equality and Diversity Officers for reasonable adjustment decisions. All requests for reasonable adjustments will be considered on a case by case basis. Where it is not possible to make the adjustment requested the Equality and Diversity Officers will discuss viable alternatives with the applicant.

The Head of Chambers is responsible for considering whether or not disabled staff require assistance during an emergency evacuation and if so whether or not a personal emergency 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.

Barristers and other members of staff 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 the Senior Clerk.

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

A copy of this policy is on Chambers' website.

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