



## **Equality & Diversity Monitoring Policy**

This policy details how Becket Chambers monitors and reviews all aspects of Equality and Diversity that it implements throughout all aspects of Chambers operation. It also explains what methods are used to publicise the data collected.

Equality & Diversity forms part of Chambers annual Quality Standards review cycle. Chambers has a written policy statement which all members, pupils and employees have a clear understanding of agreed expectations and commitments.

Overall responsibility for promoting equality is designated to the Management Committee with one member assigned the role of Equality and Diversity Officer. This role will include reporting to the Management Committee, allocation of appropriate resources and encourage fair participation and treatment for all. The Management Committee encourage confidential feedback which is used to review the procedures in place.

Monitoring equality and diversity enables Chambers to examine how their employment policies and processes are working and to identify areas where these appear to be impacting disproportionately on certain groups. It is necessary to meet legislative requirements, provide the basis for showing 'due regard' and can lead to the development of better and more informed, inclusive decision making, including decisions on recruitment and promotion. Effective monitoring also helps minimise possible legal, financial and reputational harm.

Monitoring is carried out on an annual basis or sooner if deemed necessary. The purpose of collecting this information is to look for differences between groups, identify trends over periods of time, to investigate the reasons for these differences and to put suitable actions in place.

### Indicators of success

- Challenge unacceptable behaviours and create a climate where complaints can be raised without the fear of reprisal.
- Take firm action where unfairness or inconsistency exists.
- Investigate any complaints quickly and thoroughly.
- Encourage and support diversity throughout Chambers.
- Demonstrate and promote considerate and fair behaviour.
- Treat staff with dignity and respect and recognise and value individual skills and contributions.
- Demonstrate through words and actions that diversity is an integral part of meeting the business priorities.
- Create an environment in which staff are able to identify and share good practice, celebrate success and encourage positive attitudes towards diversity.
- Each staff member has a clear job description which is annually reviewed through appraisals.

Chambers has at least one member of Chambers and one member of staff trained in equality and diversity.

## **Recruitment**

Chambers is committed to using fair, efficient and consistent recruitment procedures:

- Anyone with responsibility for recruitment is trained in fair selection and recruitment.
- Accessible recruitment/information pack.
- Only appropriate applicant information is asked for.
- A confidential monitoring form (or online system for pupillage) is used.
- Feedback provided to unsuccessful applicants.
- Consistent and considered approach is taken in relation to collecting references and conducting other pre-appointment checks.
- Thorough induction and relevant guidelines and procedures provided.
- New recruits are made aware of Chambers Equality and Diversity expectations and complaints procedure.

Chambers publishes the equality and diversity policy and data collection on the website ([www.becket-chambers.co.uk](http://www.becket-chambers.co.uk)).