



REASONABLE ADJUSTMENTS POLICY

1. Statement of Policy

Pallant Chambers is committed to making reasonable adjustments in order to remove or reduce substantial disadvantage for disabled people working in Pallant Chambers. This policy covers all employees of Pallant Chambers and all members, associates, academics, trainees, applicants and visitors.

This policy is circulated to all members, associates, academics, employees, trainees, and those who are required to read and understand it.

For the avoidance of doubt, this policy applies to disabled persons only. There may be circumstances in which adjustments to normal practices may be appropriate to assist persons who are not disabled but otherwise have particular difficulties or needs. If so, those matters should be raised with the person's line manager, trainee supervisor or practice team, or Alister Williams.

2. Definitions

For the purposes of this policy, the definition of disability follows that set out in section 6 of the Equality Act 2010. A person is 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.

The duty to make reasonable adjustments arises where a provision, criterion or practice, or a physical feature, or the lack of an auxiliary aid, places disabled people at a substantial disadvantage compared with persons who are not disabled. The duty is to take such steps as it is reasonable to have to take to avoid the disadvantage.

The duty to make reasonable adjustments in respect of employees applies to the

employer, i.e. Chambers. The duty to make reasonable adjustments in respect of members, trainees, associates or academics applies to each individual member or employee who has responsibility for any disadvantage to the disabled person if the adjustment is not made.

3. Considering and requesting reasonable adjustments

The extent to which Pallant Chambers can consider or make reasonable adjustments will depend upon the extent to which the individual in question consents to the disclosure of their disability and its effects and of information about the particular disadvantage and how it might be alleviated. Normally, it will only be possible to make reasonable adjustments if the person or persons with responsibility for the function in question have sufficient information to enable them to make an informed decision. However, Pallant Chambers will be sensitive to issues of confidentiality and, in cases in which individuals do not wish details of their disability to be disclosed, will seek to identify alternative ways in which decisions might be made.

Within a reasonable time after a person known to be disabled accepts an offer to join Pallant Chambers as a pupil, member or employee, an appropriate person at Pallant Chambers should normally consider what, if any, reasonable adjustments they require and what, if any, steps might be required to identify such adjustments. The appropriate person will normally be in the case of an employee, their line manager or Alister Williams; in the case of a pupil Alister Williams or their first pupil supervisor, if known; in the case of a member, Alister Williams. The appropriate person should consult with the disabled person and the Equality and Diversity Officer(s). Consideration should normally be given to whether an occupational health assessment should be carried out.

However, a disabled person working for Pallant Chambers or at Pallant Chambers may make, and should feel free to make, a request for a reasonable adjustment at any time. Such requests should be made to their line manager, their pupil supervisor, Alister Williams or the Equality and Diversity Officers. A disabled person may also request an occupational health assessment at any time.

All requests for reasonable adjustments or occupational health assessments will be considered on a case-by-case basis with the advice and assistance of Pallant Chambers' Equality and Diversity Officers. The person(s) responsible for the decision will depend on the nature of the step requested and the extent to which the disabled person has consented to disclosure (as to which, see what is said above). In some cases, it may be necessary to request additional evidence – whether medical or otherwise – from the disabled person.

The person responsible for the decision will decide whether or not it is reasonable to

take the step requested, taking into account all the circumstances including the extent to which the step would be likely to address any disadvantage, the cost of taking the step, and the impact of taking the step on the efficient and effective operation of Pallant Chambers and on other persons. If not, alternatives will be discussed with the disabled person where this is viable.

The Equality and Diversity Officer are responsible for considering whether or not disabled employees, members, associates, academics or pupils 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.

4. Types of Reasonable Adjustment

It is not possible to provide an exhaustive list of the reasonable adjustments that Pallant Chambers may make. However, some of the types of adjustment that may be made, if considered reasonable, are listed below.

In relation to employees:

- Adjusting working hours, or reallocating certain duties;
- Providing the employee with a mentor or some other form of additional support;
- Acquiring or modifying equipment; and
- Providing training for the disabled person or any other person.

In relation to members/associates/academics/pupils:

- providing the right type of phone for an employee who uses a hearing aid
- arranging for an interview to be held on the ground floor for a job applicant who uses a wheelchair
- replacing a desk chair with one designed for an employee who has a disability affecting their back
- giving more one-to-one support to help prioritise the work of an employee suffering from anxiety
- a phased return to work for an employee who's been on long-term sick leave because of their disability
- allowing more frequent breaks for someone with diabetes to get the right amount of food or drink throughout the day

- giving more time for someone with dyslexia to do any written or reading tests that are part of the interview process
- Adjusting briefing practices, for example to ensure the member/associate/academic/pupil is briefed with sufficient time to make arrangements at the Court for any necessary adjustments;
- Adjusting work allocation and practice management systems to reflect shorter working hours or other modes of practice;
- Providing support mechanisms such as mentoring or practice supervision; and
- Providing training for the disabled person or any other person.

Generally:

- Provision of information in alternative formats (e.g. large print, Braille etc.);
- Provision of accessible conference room facilities, and
- Provision of a reader or interpreter when needed.

5. Visitors to the Workplace

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. Visitors requests for specific reasonable adjustments maybe made by contacting Alister Williams on 01243 784 538 awilliams@pallantchambers.co.uk

6. Cost of making reasonable adjustments

Pallant Chambers are responsible for paying for any reasonable adjustments.

If Pallant Chambers cannot afford a reasonable adjustment, the employee with a disability might be able to apply for funding through the government's [Access to Work scheme](#).

7. Keeping a record of reasonable adjustments

When Pallant Chambers makes a reasonable adjustment for an employee they will set up a 'reasonable adjustments passport'.

This is an up-to-date record that the employee can show if any new management comes in, saving them having to go through the same process again.

8. Monitoring and review

The policy is reviewed every two years by the Equality and Diversity Officer. The date of the last review was 27th February 2026.

9. Circulation

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