

**PARENTAL LEAVE AND FLEXIBLE WORKING
(MEMBERS OF CHAMBERS) POLICY**

References to Chambers in this policy include Brick Court Chambers and its service company, Little Essex Street Service Company Ltd. References to employees are to former employees of Brick Court Chambers and current and former employees of Little Essex Street Service Company Ltd, as appropriate.

A. Introduction

1. This is Chambers' Parental Leave and Flexible Working (Members of Chambers) Policy. Chambers is required to have such a policy under rules C110.3.k and C110.3.l of the Bar Standards Board Handbook. This policy is effective, in this version, from the date of its approval by the Executive Committee, set out below.
2. This is one of a number of specific policies aimed at achieving the objectives of Chambers' Equality and Diversity Policy, which sets out Chambers' overarching rules, principles and procedures for preventing discrimination, ensuring equality of opportunity, and promoting diversity, and which should be read together with this policy. Any queries, concerns, issues, complaints or grievances in respect of this policy should be raised with the Diversity Data Officer, or by one of the means set out in the Equality and Diversity Policy. Breaches of this policy will be dealt with as set out in the Equality and Diversity Policy.

B. Scope

3. This policy applies to any member of Chambers who is already taking parental leave on the date of its approval by the Executive Committee, or who wishes to take parental leave after that date.

C. Parental leave

4. A member of Chambers who becomes or is expecting to become the parent of a newborn child or to adopt a child may take a period (or a number of separate periods) of parental leave of up to 12 months in total during which that member is not practising from Chambers but is entitled to retain their room in Chambers

without liability for rent or rates. During the period of parental leave the member's room may be used by Chambers for another purpose (including temporary use by another member of Chambers or a member of staff) unless the member elects voluntarily to pay the rent and rates as normal.

5. A member of Chambers who takes any period of parental leave (or longer absence after the birth of a child pursuant to paragraph 3 below) will remain liable to contribute to Chambers' expenses assessed each quarter in the usual way (i.e. as a percentage of their receipts during the quarter), save that:
 - (1) On commencing a period of parental leave, a member of Chambers may cancel any standing order for payments on account of Chambers' expenses. They will be expected to arrange a new standing order within 6 months of resuming practice from Chambers in an amount to be determined by the Treasurer commensurate with their anticipated liability for Chambers' expenses; and
 - (2) On resuming practice from Chambers following a period of parental leave of at least three months (or any longer absence pursuant to paragraph 3 below), a member of Chambers is entitled to a credit of £6,000 against their liability for Chambers' expenses; the credit will be applied to the next quarterly bill and any subsequent quarterly bills until it is exhausted.
6. If a member of Chambers does not resume practice from Chambers at the end of a period of parental leave, they are entitled to remain a member of Chambers for a guaranteed period of 3 years from the date when they began parental leave on terms that:
 - (1) While not practising from Chambers, they will have no liability for rent or rates and no right to a room in Chambers; and
 - (2) They may at any time resume practice from Chambers and a room or the use of a room will then be made available to them, upon giving at least one month's notice to the Head(s) of Chambers.

If a member of Chambers wishes to remain a member and/or resume practice from Chambers after the end of the guaranteed period, they must apply to Chambers.

7. The policy in this section 0 applies equally to any member of Chambers (regardless of gender) who becomes a parent or adopts or otherwise assumes parental responsibility for a child.

8. If in a particular case there is potential for financial hardship in connection with taking a period of parental or co-parental leave, a member of Chambers may request that a different financial arrangement from that set out in this policy be made. Any such request should be made in writing to the Head(s) of Chambers, who will decide on it subject to the approval of the Executive Committee.

D. Flexible working

9. It is the policy of Chambers to make all reasonable efforts to assist any member of Chambers who takes time away or elects to work flexible hours or part-time or partly from home for the purpose of managing their family responsibilities, disability or serious illness. Such assistance may include a waiver or reduction of the member's liability for rent and rates and/or Chambers' expenses. Any financial arrangement made will depend upon the circumstances of the individual case, and will be decided by the Head(s) of Chambers with the approval of the Executive Committee.

Approved by Executive Committee as of 6 May 2021.

To be reviewed by the Equality and Diversity Committee every two years.