



BAR COUNCIL EQUALITY & DIVERSITY GUIDES

PARENTAL LEAVE (INCLUDING SHARED PARENTAL LEAVE) REVISED 2018

Purpose of this Guide

The Bar Standards Board has set out minimum standards and requirements in relation to Parental Leave (allowing Shared Parental Leave) in its equality rules. This guide aims to encourage chambers to adopt good and better practice wherever possible instead of the bare minimum. Accordingly, this guide explains what a model Parental Leave Policy (PLP) should look like, the key issues it should cover, the rationale for positively engaging with Parental Leave / Shared Parental Leave and outlines strategies to avoid misuse. A basic PLP appears at Appendix 1 and chambers are encouraged to tailor this document to meet their needs after considering this guide.

Why it is important to support parents at the Bar

Maintaining a career at the Bar and having a family can be a huge challenge, particularly for women at the self-employed Bar. Extended periods without earning can very quickly make it difficult to remain in practice. Sometimes barristers can live off deferred income (aged debt) whilst on Parental Leave but then struggle on their return whilst rebuilding their practice, waiting for payment for work done, paying child care costs and meeting the expenses of working e.g. travel, hotel bills. For other barristers, deferred income is quickly exhausted and they are left financially exposed. As a result, the Bar loses many talented barristers when they choose to have a family. It is important that members of the Bar and chambers do all they can to support those who wish to have a family.

Why it is important to support Shared Parental Leave

Many self-employed barrister parents will also share the main responsibility for the care of a child with an employed person. They may want Shared Parental Leave to give them more flexibility in how they care for their child in the first year after the child's birth to improve gender equality, support career development and allow both parents to spend time with their children. It is possible that parents who utilise Shared Parental Leave in the early days will find it easier, later, to continue to share child caring arrangements which will increase the retention rate of self-employed barrister parents.

Policies within chambers can make real change

As of 2017, 40% of women at the Bar with children were primary carers compared to just 15% of fathers at the Bar¹. In 2015, in focus groups with self-employed female barristers of all levels of Call², the difficulties of balancing family life and a career at the Bar was discussed extensively. These

¹ Barristers' Working Lives 2017 (unpublished)

² http://www.barcouncil.org.uk/media/379529/snapshot_-_the_experience_of_self_employed_women_at_the_bar.pdf

issues were seen as hugely problematic and a real barrier for women in the profession. Success was put down to practice area, luck and the availability of either a partner as the primary carer or other support. Younger members of the self-employed Bar said they could not see how it was possible to have a career and family, and did not see that they had a long-term future in self-employed practice.

These focus groups also found that individual chambers' culture and policies had a huge impact on women's experience of bringing up children at the Bar, where supportive chambers made it possible and unsupportive chambers effectively forced women out of the profession or to a different chambers.

The Bar Council believes that it is therefore essential for a modern and forward thinking set of chambers to have an up-to-date and clearly drafted parental leave policy (PLP).

Key terminology

- "Parental Leave" refers to leave taken from practice by a carer of a child following birth or adoption. This could be the mother, father or adoptive parent of either sex, and includes the married, civil or de-facto partner of a biological or adoptive parent.

It will ordinarily start in the 12 months following the birth or adoption. However, chambers are free to set their rules about when parental leave can start provided that as a minimum it can be taken in the first 12 months.

- The term "parent" will be used in this guide to cover those who are applying for leave because they are about to become a parent through pregnancy, adoption or surrogacy.
- The term "carer" will be used to describe an individual, whether male or female, who applies under a chambers' policy for time to care for a dependent.
- A "dependent" for the purposes of this guide will include an infant, child, young person or an adult with a disability.
- "Shared Parental Leave", here, simply refers to a situation in which more than one parent are carers for the same dependent during the same period or during consecutive periods of time.

What is a Parental Leave Policy (PLP)?

A PLP is a document setting out in clear terms the circumstances under which a tenant in chambers may apply for and enjoy Parental Leave (or Shared Parental Leave).

The Bar Standards Board's Equality Rules³ require that barristers must take reasonable steps to ensure that their chambers has a PLP covering:

- i. the right of a member of chambers to take Parental Leave;
- ii. the right of a member of chambers to return to chambers after a specified period, or a number of separate periods, of parental leave, provided the total leave does not exceed a specified maximum duration (which must be at least one year);
- iii. a provision that enables parental leave to be taken flexibly and allows the member of chambers to maintain their practice while on parental leave, including the ability to carry out fee earning work while on parental leave without giving up other parental leave rights;
- iv. the extent to which a member of chambers is or is not required to contribute to chambers' rent and expenses during parental leave;
- v. the method of calculation of any waiver, reduction or reimbursement of chambers' rent and expenses during parental leave;
- vi. where any element of rent is paid on a flat rate basis, the chambers policy must as a minimum provide that chambers will offer members taking a period of parental leave, or leave following adoption, a minimum of 6 months free of chambers' rent; and
- vii. the procedure for dealing with grievances under the policy; and chambers' commitment to review regularly the effectiveness of the policy.

As a very minimum, a PLP should contain in clear terms the following:

- A clear description of who can apply under the PLP for Parental Leave (or Shared Parental Leave);
- The right to return following Parental Leave (or Shared Parental Leave);
- Who the tenant should apply to for Parental Leave (or Shared Parental Leave) and when (with appropriate limitations e.g. to mirror the compulsory maternity leave period) and where Periods of leave/return should be arranged between chambers and tenants in a way that is mutually convenient;
- Whether there are any restrictions on the ability for tenants to take Parental Leave (or Shared Parental Leave) so that it cannot be misused;

³ <https://www.barstandardsboard.org.uk/about-bar-standards-board/equality-and-diversity/equality-and-diversity-rules-of-the-bsb-handbook/>

- How long a tenant can remain on leave;
- Whether the tenant will be entitled to a rent-free period during the term of the PLP or a rebate, depending on chambers' arrangements for calculating rent;
- If the tenant is eligible for a rebate, how this will be calculated;
- Whether the tenant is required to contribute to any other element of chambers' rent and expenses during parental leave and, if so, how that is calculated;
- How chambers will deal with grievances under the policy, and how it will review the effectiveness of the policy;
- A right to work during parental leave; and
- An explanation of how any work undertaken will impact on the calculation of the six-month rent-free period.

Desirable additional terms:

- Provision for what kind of contact should be maintained between chambers and the tenant during the period of leave. Some tenants will want to be regularly contacted, others will want as little disturbance as possible. An agreement should be reached about how much contact there will be, on what topics and who will communicate with the tenant.
- Provisions for tenants to choose to come back to chambers for "keeping in touch days" or KIT days⁴.
- Provision for the return of briefs allocated to the tenant before they commenced leave.
- Provision for the forwarding of mail and other notices delivered to the tenant at their chambers address.
- Discussion as to how the tenant's return to work will be managed and notified to the rest of chambers and to professional clients.
- Provision for the tenant to apply under the policy, for a longer extended period of leave following the 12-month minimum, up to a stated maximum, in order to care for their child on a full-time basis, with a return to chambers within that stated period without a formal application procedure.
- How chambers will address flexible working by tenants outside of formal parental leave including, but not limited to, its approach towards tenants who require restrictions in their diary or time away from chambers for fertility treatment.

⁴ <https://www.gov.uk/employee-rights-when-on-leave>

- The policy should ideally extend to pupil members of chambers and to prospective pupils.
- The policy should ideally set out what a tenant is entitled to if their baby is stillborn or dies shortly after birth (in an employment setting, full maternity rights are available to a woman in this situation).

Chambers' rent and expenses

Flat rate rent

The equality rules require, as a minimum, that there is a rent-free period of 6 months but this is only where rent is paid on a flat rate basis.

Example 1

Oakwood chambers charges tenants a (i) fixed rental contribution of £1,000.00 per month; and (ii) rent calculated as 15% of receipts excluding VAT. To comply with the equality rules, Oakwood must waive the requirement for tenants on Parental Leave or Shared Parental Leave to pay both rent of £1,000.00 per month for six months as well as 15% on receipts for six months.

The Bar Council strongly recommends that chambers go beyond the bare minimum. There is a variety of ways in which a chambers might make it easier for tenants to return to work, for example, by:

- i. Extending the rent-free period (or collecting a reduced rent) beyond 6 months;
- ii. Deferring payment of chambers' expenses (or removing the requirement to pay them at all) for a period of time; and / or
- iii. Some form of rebate (an example of which is as set out later in this Guide).

Other rent systems

Where a chambers uses a method of calculating rent other than on a flat rate basis, they are not obliged to offer the rent-free period. However, chambers are strongly encouraged to formulate strategies which create a minimum 6 month rent-free period as it may make the difference between parents returning to the Bar or abandoning their careers. Examples 2, 3, & 4 below are in the BSB Guidance.

Example 2

Greenway chambers offers a £10,000.00 credit for all barristers and pupils returning to chambers from a period of Parental Leave. The credit can be used against all chambers expenses rather than solely against the flat rate element of the rent.

Example 3

Redway chambers operates a percentage system for rent based on an individual's previous year's receipts. Even though Redway chambers operates a percentage based system it offers those taking a period of Parental Leave 6 months free of rental payments. It also permits the deferral of rental payments after the 6 month relief period for a further 6 months effectively entitling new parents to a year's rent relief.

Example 4

Orangewood chambers calculates rent on a percentage of receipts basis. It allows members taking a period of Parental Leave to pay only 5% on all receipts for up to 6 months of leave. Normally members pay 10% so those on Parental Leave receive a 50% discount.

Rent rebates

Chambers can also help parents by introducing a rent rebate which is either payable at the start of Parental Leave / Shared Parental Leave or upon a barrister's return.

Example 5

Blueforest chambers charges rent to tenants on a variable percentage basis depending on receipts. The first £50,000.00 in receipts (excluding VAT) during the calendar year is rent free. Thereafter, rent is charged on receipts (excluding VAT) as follows: (i) 30% on the next £100,000.00, (ii) 10% on the next £50,000.00 and (iii) 5% on the balance. A rent rebate is paid in monthly instalments for 12 months beginning with the first month of Parental Leave / Shared Parental Leave. The rent rebate is calculated by looking at the average rental contribution in the previous calendar year. Any receipts during the 12-month period during which the rent rebate is paid, is charged at the normal percentage.

Barrister A earns £200,000.00 in 2017 which means that she pays rent overall of £35,000.00 $((£100,000.00 \times 0.3) + (£50,000.00 \times 0.10))$ or an average of £2,916.67 per month. During her Parental Leave, which lasts for 12 months, she receives a rent rebate of £2,917.67 each month. However, she also receives £100,000.00 in receipts over this period and so she pays rent, as normal, in the sum of £15,000.00 ($£50,000.00 \times 0.3$).

Avoiding misuse

It is important that PLPs only protect tenants who are genuinely caring for their children. To this end the Bar Standards Board has confirmed that it may be a breach of Core Duty 3 to misuse the

new Parental Leave (Shared Parental Leave) scheme contained in the equality rules⁵. Chambers should also ensure that PLPs are carefully constructed to avoid the potential for abuse.

Example 6

Barrister B becomes a father in February 2018. His partner does not work and will be shouldering the vast majority of the childcare. However, Barrister B tells his chambers that he is taking a period of Shared Parental Leave (up to 12 months) although he continues to work at a similar level before and does little childcare. He claims that he is entitled to at least 6 months' rent free.

A PLP which makes it clear that a barrister must be the carer / primary carer of the dependent (other than in comparison to the other parent) and / or imposes a cap on billings during the Shared Parental Leave / Parental Leave period should avoid this abuse.

Example 7

Barrister C becomes a parent in March 2018. She is not the primary parent to her new child; the primary parent is a solicitor at a law firm, which provides 12 months paid parental leave that she will be using. For the past 5 years, Barrister C does not work in August and stays in her villa in the South of France. The summer of 2018 is no different. She tells her chambers that she wants to take parental leave from 1 – 31 August 2018. Even though she does minimal childcare (they have a live-in nanny) and her partner is benefitting from a generous parental leave policy from her employer, she claims that she is entitled to a rent-free period over August 2018.

A PLP which makes it clear that a barrister must be the carer / primary carer of the dependent (other than in comparison to the other parent) and / or imposes a cap on billings during the Shared Parental Leave / Parental Leave period should avoid this abuse.

Example 8

Barrister D becomes a parent in April 2018. For some time, he has wanted to write a new practitioners book on his particular area of specialism but he has been discouraged because he knows that it will take around 6 months to write and he cannot afford to lose out on billings for such a long period of time. He tells his chambers that he is going to take on 50% less work for 12 months after the birth of his child which should be classed as parental leave. He also claims that he should enjoy an equivalent rent-free period. In fact, he plans to not look after his child very much and instead wishes to use the additional time generated by scaling back his practice to write his new book.

A PLP which makes it clear that a barrister must be the carer / primary carer of the dependent (other than in comparison to the other parent) during the Shared Parental Leave / Parental Leave period should avoid this abuse. This conduct potentially amounts to dishonesty and if proven, is likely to amount to a breach of Core Duty 3.

⁵ <https://www.barstandardsboard.org.uk/about-bar-standards-board/equality-and-diversity/equality-and-diversity-rules-of-the-bsb-handbook/>

Example 9

Barrister E becomes a parent in May 2018. He is not the primary parent to his new child as his wife has given up her job and wants to do all the childcare. Barrister E has had an extremely successful and exhausting few years in his practice where he has been working 80 hours plus each week. After the birth of his child, he tells his chambers that he is taking 12 months parental leave during which time he will work but will scale back his practice to around 60 hours a week. He does not plan to use this additional “free” time to look after his child and instead wishes catches up on his hobbies and interests. However, he still asks for a rent-free period because he attributes the decrease in his billable hours to parental leave.

A PLP which makes it clear that a barrister must be the carer / primary carer of the dependent (other than in comparison to the other parent) and / or imposes a cap on billings during the Shared Parental Leave / Parental Leave period should avoid this abuse.

Example 10

Barrister F is a well-established barrister and the father to a 15-year-old. He never took any Parental Leave and has suffered no detriment to his career because of his child caring responsibilities as he has never taken an active role caring for his child. However, he wishes to supervise his son’s revision so asks for 2 months parental leave, which under his chambers’ policy means that he benefits from a 2-month rent-free period on his very considerable earnings. There is no reason to suppose that the 2 month break from his practice will prevent his ability to return to his established practice.

A PLP which makes it clear that a barrister must take Parental Leave / Shared Parental Leave in the 12 months following the birth or adoption of the dependent should avoid this abuse.

Creating a PLP or amending an existing policy

Before you start formulating a PLP, we recommend that chambers:

- Consult members on what they would have liked/would like to see in any policy. This will afford tenants an opportunity to comment on any proposals and air any concerns. Such a consultation, as well as providing potentially useful information for those who will be engaged in drafting, may well go some way to ensuring acceptance of the policy and its ethos.
- Build support for your policy before you take any proposal to your management committee (identify key opinion formers and ensure they support your proposals).
- It may assist as part of the consultation to establish how often the policy is used, how long parents have taken off and how many have come back (and whether part-time or full-time). This can help build the financial case for the policy and dispel some of the myths that can exist regarding the cost to chambers.

- Consider carefully (and consult on) who the PLP is intended to assist and in what scenarios. This will enable chambers to formulate policies that are carefully drafted to avoid misuse or misunderstandings.

The new PLP, or any final amendments to the PLP, should be incorporated into chambers' constitution. Once a new policy is in place, it is important to publicise it within chambers and make sure that it is always readily accessible. Tenants are likely to need access to the PLP at a time that is personally sensitive or confidential, for example, she or her partner are planning on getting pregnant or it is the early stages of their pregnancy. It follows that the PLP should be accessible without needing to request it from another person in chambers. It will usually be possible to ensure that a copy of the PLP is available online or on a shared drive.

Useful Links:

- <https://www.gov.uk/maternity-allowance>
- The equality officers at the Bar Council can offer advice. Please contact:
Equality@barcouncil.org.uk

February 2018

APPENDIX 1: MODEL PARENTAL LEAVE POLICY

INTRODUCTION

1. This policy applies equally to members of Chambers who are parents or carers of children and other dependents. It should be read in conjunction with Chambers' Constitution.
2. Chambers will ensure that its staff are familiar with this policy through appropriate training.
3. "Parental Leave" refers to leave taken from practice by a carer of a child following birth or adoption. This could be the mother, father or adoptive parent of either sex, and includes the married, civil or de-facto partner of a biological or adoptive parent.
4. The term "parent" will be used in this policy to cover those who are applying for leave because they are about to become a parent through pregnancy, adoption or surrogacy.
5. The term "carer" will be used to describe an individual, whether male or female who applies under this policy for time to care for a dependent.
6. A "dependent" for the purposes of this policy will include an infant, child, young person or an adult with a disability.
7. "Shared Parental Leave" simply refers to a situation in which more than one parent are carers for the same dependent during the same period of time or during consecutive periods of time.
8. Any barrister member is entitled to up to twelve months leave of absence from Chambers for the purposes of Parental Leave or Shared Parental Leave to care for their dependent. They must be the primary carer of the dependent other than in comparison to the other parent during the period of Parental Leave or Shared Parental Leave. The period of Parental Leave or Shared Parental Leave may be extended by the Management Committee, on application.
9. Such leave is to be commenced within twelve months of birth of the child or the child entering a family (either as a result of, or with a view to the adoption of, that child).
10. During the period of any Parental Leave, a barrister member shall be entitled to a period of up to twelve months of *[add in relevant waiver of any flat rate element of rent or rebate etc.]*.
11. *[Set out method of calculating rebate if one is being offered].*

PRE-LEAVE

12. Any barrister member of Chambers intending to take time off from Chambers for the purpose of Parental Leave or Shared Parental Leave must give written notice to the Head of Chambers. Such notice shall be given at least one month prior to the expected date of birth

or adoption of a child (or of a child joining the family with a view to adoption) although the Management Committee may exceptionally agree a shorter period of notice. Chambers recognises that there will be circumstances in which it will not be possible to give any notice (for example, a premature birth).

13. Chambers (and in particular Chambers' clerks) will accommodate time-off for fertility treatment, ante-natal care and related medical and other appointments.
14. Prior to the commencement of leave, the barrister should meet with the Senior Clerk (or another appropriate clerk) to discuss and where appropriate agree:
 - a. The level and type of contact s/he would like to have during Parental Leave or Shared Parental Leave;
 - b. Any outstanding cases and appropriate cover;
 - c. Any outstanding billing;
 - d. A proposed return date;
 - e. How, when and by whom solicitors will be informed of the start and end date of Parental Leave or Shared Parental Leave;
 - f. Arrangements for the forwarding of post and paying in of cheques;
 - g. Whether s/he should suspend her/his practising certificate. It should be borne in mind that while suspension means that the barrister member will be free from CPD obligations for the period of suspension, it also means that s/he will not be able to take on any work during the period of leave; and
 - h. Whether s/he will be undertaking work during Parental Leave or Shared Parental Leave.

DURING LEAVE

Contact with Chambers

15. In accordance with (*para ref.*) of the Constitution, Chambers through the Senior Clerk (or other appropriate person) will ensure that the barrister member is kept informed of chambers meetings, important chambers decisions, seminars or conferences to be held by chambers relevant to the barrister's practice and, where possible seminars held by outside organisations.
16. Where possible and with the agreement of the barrister member concerned, seminar materials should be posted to the barrister.

17. Unless otherwise informed by the barrister member, it should be assumed that s/he cannot attend chambers and team meetings and apologies for absence should be reflected in the minutes of those meetings. Minutes should be e-mailed to the barrister member where appropriate.

Management of pigeon hole

18. The barrister member's pigeon hole should be monitored by the clerks on a regular basis. Where necessary the contents should be posted to the barrister at least monthly at no cost extra cost to the barrister.
19. Any cheques received during parental leave should be dealt with in accordance with the arrangement reached under paragraph 14.f above.

Preparation for return to practice

20. The below measures are aimed at ensuring the member's return to Chambers after leave of absence is properly managed and planned and that steps are taken to ensure work is available for the member upon their return and to assist in every way practical in rebuilding the member's practice. This is the responsibility of both the barrister member and Chambers through the Senior Clerk.

Keeping in Touch (KIT) days

21. KIT days can be used for any work-related activity e.g. training or team events. The content, frequency and number of KIT days should be designed to make the return to work following leave easier for the barrister member. They are taken during leave.
22. Prior to the commencement of leave, the barrister member in consultation with the Senior Clerk should agree the number of KIT days to be used subject to a maximum of 10 days. Agreement should also be reached as to the dates of the KIT days, although this should remain flexible.
23. During the period of leave, the barrister member should be reminded by the Senior Clerk (or other appropriate clerk) by e-mail of the dates of KIT days. These days should not affect the calculation of chambers parental leave benefit.
24. Where possible the agenda for the KIT days should be planned in advance. There should be at least one meeting with the head of the relevant clerking team which would be similar in content to a practice review. Consideration should be given to arranging a meeting with one or more barrister members of the relevant practice team.

Pre-return to practice meeting

25. At least three months prior to the barrister member's return to practice consideration must be given to the following:

- a. Identification and appointment of a mentor who will assist the barrister member in settling back into practice and generally;
- b. The likely working hours, the type, duration and location of any hearings that the barrister member may undertake. This should include any request for flexible or part-time working (*as per paras ref of the Constitution*);
- c. Any need for the barrister member to attend a “refresher” course in their relevant practice area;
- d. Review the barrister member’s website profile in conjunction with the Senior Clerk (or other appropriate clerk) and Chambers marketing director, and where necessary update the profile;
- e. Announce the barrister member’s return to practice on chambers’ website; and
- f. Identify a list of solicitors and write to each of them announcing the barrister member’s return to practice.

RETURN FROM LEAVE

- 26. On return to work each barrister member may work part-time or flexible hours or have restrictions on travel to enable them to manage their family responsibilities as per Chambers’ Constitution at (*para ref.*). Chambers recognises that some members may have a greater need for flexible working than others – for example, where a child has a disability or a medical condition.
- 27. Management Committee shall grant the request for such approval to the extent that it considers that it is in accordance with the reasonable needs of Chambers taking into account the Chambers Equality Code and the applicable law.
- 28. The following adjustments should be made to accommodate the needs of barrister members returning from parental leave:
 - a. The timing of Chambers meetings, team meetings and practice reviews should take into consideration childcare needs of barristers, and attendance at evening/weekend meetings should not be expected. Chambers should make child care provision for Chambers’ meetings or any other meeting which take place over the weekend or in the evening and at which a member’s attendance is expected or required;
 - b. Conference call facilities should be made available to barrister members wishing to participate in meetings from home; and
 - c. A three-month review should take place, at which the barrister members’ career and support needs are identified. Their “mentor”, the Senior Clerk (or other appropriate clerk) and where requested, the team convener, should be present.

29. Barrister members are responsible for ensuring their practising certificates and insurance are current upon return.

PUPILS

Prospective pupils

30. Upon application, Chambers may defer the commencement of pupillage of prospective pupils who become pregnant prior the commencement of pupillage for a period of up to 12 months.
31. Prospective pupils with existing childcare commitments may discuss with the Pupillage Committee how their working hours during pupillage can accommodate such commitments and should be advised of their entitlement to flexible working hours in accordance with this policy.

Current pupils

32. This part of the policy applies to all first and second six pupils who are parents or guardians or carers of dependents. *Paras. Ref.* below (flexible working hours) also applies to third six pupils and squatters.
33. Pupils who become pregnant during pupillage may defer completion of the remainder of pupillage, subject to the requirements of Part V of the Bar Training Regulations.⁶
34. In the event that an exemption from the Bar Training Regulations is required, the pupil's supervisor shall be responsible for obtaining written permission from the Bar Standards Board.
35. Such a deferral shall not affect the overall pupillage award which shall be paid monthly during the period in which the pupil is undertaking pupillage. In the event of a rise in the pupillage award following deferral and prior to commencement of the deferred period the pupil shall be paid at the increased rate during the deferred period.
36. In the event of deferral and during the pupil's 'break' period, the pupil's supervisor shall be their point of contact with Chambers.
37. Chambers shall accommodate pupils' requests for flexible working hours in order to allow for childcare commitments. Such working hours should be discussed with the pupil's supervisor in order to ensure that the pupil is able to complete the work that is required of him or her.

⁶ i.e. that except with the written permission of the Bar Standards Board: (i) the non-practising period of pupillage must be undertaken for a continuous period of six months (regulation 31); and (ii) the practising period of pupillage must commence within 12 months of completion of the non-practising period and be completed within an overall period of 9 months (regulation 32).

38. The need to work flexible hours for this reason should not, as far as possible, affect the allocation of court work during the practising period of pupillage. Pupils should however be aware of the demands of the court schedule and the necessity for evening and last-minute briefs and should arrange childcare with this in mind wherever possible.
39. Pupils should be assured that any need to work flexible hours for reasons of childcare will not in any way affect their prospects of being recruited as a tenant pursuant to the Chambers' policy on recruitment of tenants from pupils.

MISUSE OF THIS POLICY

40. It will be a disciplinary offence under (*add para ref*) of the Chambers' Constitution to abuse this policy. Any individual found to have misused this policy will be referred to the Bar Standards Board on the basis that Core Duty 3 will have been breached.

REVIEW OF THIS POLICY

41. The Chambers' Equality and Diversity Officer will review annually the effectiveness of this policy, and where appropriate will make proposals for change to the Management Committee.

Helpful Information

- Bar Council Checklists and other links⁷
- Information about 'keeping in touch days' can be accessed via the Direct.gov website⁸
- Information regarding maternity allowance can be found at the Direct.gov website

⁷ <http://www.barcouncilethics.co.uk/documents/family-career-breaks-advice-pack/>

⁸ <https://www.gov.uk/employee-rights-when-on-leave>