

WHITESTONE CHAMBERS

Barristers

Whitestone
Chambers

1 Middle Temple

London

EC4Y 9AA

FLEXIBLE WORKING POLICY

(JUNE 2026)

1. Introduction.

1.1 This Policy has been produced in accordance with the Bar Standards Board Handbook rC.110.3(l), which requires that –

“Chambers has a flexible working policy which covers the right of a member of Whitestone , manager or employee (as the case may be) to take a career break, to work part-time, to work flexible hours, or to work from home, so as to enable them to manage their family responsibilities or disability without giving up work”.

1.2 This policy has been written as a guide to how Chambers will deal with Members who wish to work flexibly for any of the above reasons, or for reasons of long term illness or sabbatical. Employees should refer to their Contracts of Employments and any staff policies for the difference provisions that apply to them, rather than this policy.

1.3 All Members of Chambers, as self-employed individuals, are able to set their own working patterns, subject firstly to their obligations to pay their Chambers’ expenses and rent, unless specific provision is made in such other policy for any reduction or modification of those expenses; and secondly, regardless of the ability to work flexibly, all Members of Chambers shall devote such time to their practice as shall be reasonably necessary to ensure that they provide proper professional services to lay and professional clients of their own or of Chambers.

1.4 Chambers endeavours to work within the relevant statutory, regulatory and professional frameworks in relation to equality and diversity, and recognises that those with certain protected characteristics e.g. those with disabilities; those with caring responsibilities; and those in older age groups, are afforded protection from various types of discrimination in relation to flexible working and reasonable adjustments under equalities legislation.

1.5 This policy is made available and drawn to the attention of all Members of Chambers, Clerks and Staff, all of whom are required to:

- a) Read and understand this policy; and
- b) Understand their role in relation to this policy.

1.6 This policy will be reviewed by Chambers’ Equality Diversity and Inclusion Officer, Miss Mina Heung, every two years who will report to the Head of Chambers on the policy, its effectiveness and make recommendations as required.

2. Areas Covered by this Policy.

2.1 This Policy deals with –

- a) General Guidelines with regard to flexible working
- b) Procedure and Guidelines for working flexibly
- c) Complaints and review

3. General Guidelines on Flexible Working.

- 3.1 Chambers recognises that, from time to time, Members may decide they want to work more flexibly than is customary in full-time self-employed practice at the Bar, so as to enable them to manage childcare, family or other responsibilities, or to manage the effects of any ill-health or disability that they or a family member may have, alongside the continuation of their practice. Generally, such arrangements are a matter of the Member's individual choice in accordance with 1.1 above.
- 3.2 These general guidelines apply to all Members of Chambers working flexibly.
- 3.3 In order to ensure that Members working flexibly are not being discriminated against on any of the protected grounds under the Equality Act 2010 and for reasons of good practice management, they are encouraged to discuss with the Head of Legal Operations their wish to work flexibly and to discuss the ongoing arrangements in their practice reviews. They are also encouraged to declare that they are working flexibly when information is being gathered for the purposes of Chambers' collection of diversity information for the purposes of the Bar Standards Board's Handbook EDI monitoring provisions.
- 3.4 Chambers recognised that it is in its long-term interest to retain all Members, including those who work flexibly, in whose practices it has invested time and money and that accommodating and actively managing flexible working arrangements is likely to aid long-term retention of such Members in Chambers and in practice at the Bar.
- 3.5 Chambers shall encourage its clerks to undertake training in relation to flexible working and will appoint the Equality Diversity and Inclusion Officer to act as the Flexible Working Representative ('FWR') who will monitor numbers/types of flexible working arrangements and act as a source of information on flexible working for Members, and a source of guidance and information for clerks in relation to their responsibilities under this policy.
- 3.6 Chambers will ensure that a Member working flexibly for whatever reasons is:
- a) Invited to training events, social occasions, marketing events and Chambers meetings;
 - b) Informed about and consulted on any significant issues affecting their practice and the practice of Chambers.
- 3.7 The following guidelines should be followed by Members and Chambers (through the clerking team):
- a) When a Member decides they wish to work flexibly, they should meet with the Head of Legal Operations prior to starting flexible working to discuss the following: -
 - i. The reason that they wish to work flexibly (if appropriate);
 - ii. The hours and days that they wish to work, where the Member intends to be based (home or Chambers);

- iii. Any geographical limitations the Member would like to be placed on work allocated to them;
 - iv. How their proposed days and hours of work are likely to affect the other Members of their practice group;
 - v. How the Member wishes their flexible working to be referred to in conversations with clients and other Members of Chambers;
 - vi. What arrangements the Member is going to make to ensure good communications are maintained with the clerks and with solicitors;
 - vii. Logistical issues (pigeon-hole contents, IT support, couriers etc)
- b) Upon starting to work flexibly, the Member shall be informed who the FWR is, and be offered the opportunity to meet with them if they so wish.
- c) A review meeting will take place between four and six weeks after the start of the flexible working at which the Member and Head of Legal Operations (and the FWR if the Member requests their attendance) points i to vii above will be considered to see if the arrangements made are working in practice and whether adjustments are necessary.
- d) In the Members' subsequent Practice Reviews, the Head of Legal Operations will consider and discuss with the Member, in addition to the other elements of the Practice Review:
- i. Points i to vii above and how well the arrangements are working in practice, and they need amendment;
 - ii. The information on the monitoring of allocation of unassigned work in relation to the member.
- e) If the period of flexible working involves a period where the member ceases to undertake any work at all for a period (e.g. sabbatical, illness), Chambers, through the clerking term, will ensure that the Member returning to practice is assisted in the re-establishment of their practice.

4. Complaints and Other Information.

4.1 Any Member of Chambers who wishes to make a complaint about the application of this policy or any other matter in respect of flexible working should in the first instance contact the Equality Diversity and Inclusion Officer who will endeavour to resolve the complaint informally. If such attempt at a resolution fails, a grievance can be pursued under Chambers' Grievance Policy Procedure.

4.2 Members who have a disability should also have reference to Chambers' Reasonable Adjustments Policy if necessary, and the Government's Access to Work Scheme, which provides equipment and assistance to disabled individuals who may need additional equipment to be supplied to remove a disadvantage they suffer in the workplace.

This policy will be reviewed in June 2028.

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