

## **SOUTH SQUARE**

### **POLICY No 6B**

#### **WORK ALLOCATION POLICY – UNASSIGNED WORK**

1. South Square is committed to ensuring that unassigned work is fairly allocated to MOCs. Chambers is required by the BSB regularly to review the allocation of unassigned work, by reference in particular to gender, race and disability.
2. In respect of any case where an inquiry and/or instructions are received with a request for available Counsel to be identified or recommended by Practice Managers, or identified Counsel is unavailable, the Practice Manager concerned should act in accordance with the Clerking Guidance, and complete and maintain a written record in the form of the Allocation Record.
3. Practice Managers should adopt the same practice in response to (a) a request from a leader for an available (but unspecified) junior and (b) a request from a junior for an available (but unspecified) leader.
  - When considering who should be offered unassigned work the Clerking Guidance requires that the PMs are: “mindful of their (members) existing commitments”.
  - In the guidance, this is been defined as: “PMs should be mindful of a barrister’s workload. Just as they may take account of how busy a barrister may be, therefore, so too they should be mindful of how quiet a barrister may be, recognising that ultimately this must be a matter for their judgment. In appropriate cases, therefore, PMs should assign unallocated work to barristers who happen to be short of work where possible”.
4. A senior silk and one of Chambers’ Equality and Diversity Officers shall meet at least quarterly, and otherwise when necessary:
  - (a) to review the Allocation Records;
  - (b) to discuss them and any allocation issues arising with the Practice Managers (MK, DP, JC and MM); and
  - (c) to consider whether it is necessary or appropriate to take any remedial action and/or to draw the attention of the EC to any issue which has arisen.

5. For the purposes of their quarterly review, earnings by MoCs of up to 12 years' call in respect of unallocated work will be recorded and made available to the Assessors, as well as to the head of Chambers.
6. For the avoidance of doubt, full earnings figures will only be seen by the Head(s) of Chambers, who will draw Assessors' notice to any concerns he identifies in respect of work allocation practice in the light of the information made available to him.
7. At the date of this policy, the senior silk is GD QC; Chambers' Equality and Diversity Officers are GP and WW.
8. The EC shall consider annually a report relating to the allocation of all unassigned work by reference to gender, race and disability together with type(s) of work allocated and earnings.