**TECBAR**

**ANNEX 1 TO EQUALITY & DIVERSITY POLICY**

**Role of Equality & Diversity Officers**

**A.) Introduction**

1. This Annex forms part of the TECBAR Equality & Diversity Policy (“the E&D Policy”).
2. The definitions and abbreviations used in the E&D Policy are also adopted herein.
3. The TECBAR Committee has designated two of its members to have responsibility for equal opportunities issues arising in the course of TECBAR’s activities, the Equality & Diversity Officers (“EDOs”). The two current EDOs are:

Fiona Sinclair QC – 4 New Square – the Senior EDO

Siân Mirchandani – 4 New Square – the Junior EDO

1. This annex sets out TECBAR’s policy on the appointment of the EDOs and their role within TECBAR and the TECBAR Committee.

**B.) Appointment and Term of Office of EDOs**

1. TECBAR will have two Equality & Diversity Officers (“EDOs”) one of whom will be a silk (“the Senior EDO”) and the other a junior (“the Junior EDO”).
2. The EDOs will be selected by the Chair of TECBAR but such selection shall be subject to the approval of the TECBAR Committee.
3. EDOs shall hold office for two years, the period of office being from the date of TECBAR ‘s Annual General Meeting (“AGM”) in July in year one to the date of TECBAR’s AGM in July in year two. An EDO shall be eligible for re-election or re-co-option upon the expiry of his/her term of membership of the TECBAR Committee.
4. Where the junior EDO takes silk, or either of the EDOs ceases to be a member of the TECBAR Committee or resigns from office during his/her two year term another EDO will be selected and the newly selected EDO will hold office for the unserved balance of the term of the outgoing EDO.
5. The names of the EDOs will be published on TECBAR’s website.

**C.) Role of TECBAR’s EDOs**

1. The EDOs will act as a confidential point of reference for members of TECBAR, pupils of TECBAR members, or visitors to events organised by TECBAR who consider that any equality and diversity issue has arisen concerning their membership of TECBAR or their attendance at TECBAR’s activities or events. Where such an issue does arise then the EDOs will, if all parties consent, seek to resolve that issue informally. Otherwise, the EDOs will refer the complainant to the TECBAR Complaints Procedure as appropriate.
2. The EDOs will assist the Chair and officers of the TECBAR Committee by:
	1. Acting as a point of reference regarding their compliance with the Bar Standards Board Equality and Diversity Rules ; and
	2. Administering and considering Equality Impact Assessments completed by the Committee Members when a new policy/procedure is implemented, or where an existing policy/procedure is to be reviewed, amended, updated or revised;
	3. Where appropriate carrying out such Equality Impact Assessments.
3. Every two years the EDOs will review the following sections of TECBAR’s policies:
	1. The Equal Opportunities Policy (and any related policy documents);
	2. The Reasonable Adjustments policy; and
	3. The Complaints Procedure.