**CRITERIA TO BE APPLIED (****Birmingham Law Society Equality and Diversity Award):**

**Summary:**

The award is presented to the firm/chambers/organisation which has shown leadership and excellence in promoting Equality, Diversity, and Inclusion within its firm and/or the wider community.

Nominees should be able to demonstrate 1 or more of the following:

• A coherent strategy to recruit and retain a workforce that represents the diversity of wider society.

• Initiating and leading action(s) to remove barriers and improve the working experience and engagement of employees at all levels.

• Initiatives to create a culture of inclusivity within the organisation.

• Initiatives to support positive mental health and wellbeing in all staff

• Leading positive actions to ensure that one or more (preferably all) of those groups with protected characteristics under the Equality Act 2010 and/or issues with social mobility have an effective voice within the organisation

• Take effective action to drive social inclusion in the workplace and/or playing a role in social inclusion in the legal and/or wider community.

• A creative and innovative approach to the identification, support, development, progression, and retention of diverse talent

• Initiatives to improve the recruitment and/or retention and/or progression of historically underrepresented staff.

• Initiatives to improve accessibility to the legal services provided by the firm/chambers

• Outreach initiatives/collaboration/partnership serving to strengthen relationships amongst underrepresented groups within the organisation and/or the wider community.

• An embrace of an agile and flexible approach to how, where and when people work, prioritising talent over traditional working practices.

**Instructions on preparing your application**

1. Do not exceed the word limit. Any words over the stipulated limit will not be read/or considered.
2. Do not supply any additional information/material as it will not be taken into account.
3. Your application will only be assessed on the text you provide so please do take time and care when preparing your text. The marking criteria for this award are available on the Birmingham Law Society website. We recommend that you are mindful of the criteria when preparing your submission.
4. Please provide your application typed up on an A4 size paper ensuring at the top of the document you have inserted:

* Name of the nominee
* Where the nominee is an individual, please provide the name of your Firm/Chambers/Organisation. Where the nominee is a collaborative initiative, please provide the names of all Firms/Chambers/Organisations involved.
* Your Nominated Category

1. Please ensure that you, as the nominated candidate, prepare this document.
2. The shortlist will be announced at the end of January 2024. If you are shortlisted, you will be invited to attend a 20-minute interview week commencing 19th February 2024. A date and time will be allocated in February 2024. **(Due to a very tight schedule, please note the interview time allocated will be fixed and therefore no alterations to the allocated slot can be requested.)**

**Please in no more than 1200 words, outline why you should be considered for this category in line with the summary above. All nominees must be able to provide evidence of clear objectives and measurable outcomes/demonstrable qualitative and quantitative results and/or positive outcomes/ and/or significant and, where possible, measurable impact of the initiative(s) highlighted. Submissions should indicate how gaps or issues were identified as well as how solutions were decided and implemented.**

**Please include the total word count at the end of your submission, together with the declaration below.**

**DECLARATION:**

I confirm that I believe the contents and word counts detailed within this application are true.

**Date: Signature:**