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The Law Society Supplier Scorecard - Equality and Diversity

The Law Society Equality and Diversity scorecard is a light-touch supplier diversity performance management tool, designed to be utilised as part of standard supplier contract management practices.

The tool enables organisations to demonstrate areas of strength and innovation in equality, diversity and inclusion. The supplier Equality and Diversity scorecard also ensures *insert name of organisation* can evidence satisfactory E&D standards within our supply chain, and work with suppliers to improve performance where evidence indicates a need for improvement. The scorecard is linked to our standard supplier terms and conditions ensuring suppliers are obliged to provide us with Equality and Diversity information necessary to effectively manage supplier performance

QUESTION	ANSWER	NOTES
1: Diversity & Inclusion Charter The firm is a signatory to the Diversity & Inclusion Charter If Yes: The firm has completed an annual report If Yes: The firm has supplied it's Red, Amber, Green	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes	



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<p>(RAG) Summary as evidence of submission</p> <p>Firms with more than 25 employees have provided their score out of 81</p> <p>Firms with less than 25 employees have provided their score out of 37</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2: Organisational approach and commitment to Diversity & Inclusion</p> <p>Please outline your organisations approach to promoting diversity and inclusion internally or attach copies of relevant strategies and policies. Include information on any work you undertake externally on equality and</p>	<p><input type="checkbox"/> Evidence Provided</p>	<p><i>Confirm relevant policies are in place. Equal Opportunities/Diversity, B&H policies etc. Identify evidence as appropriate and aligned to the firms response of relevant policies/strategies within the procurement questionnaire.</i></p>



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diversity?		
<p>3: Judgements and rulings</p> <p>If you have had Employment Tribunal decisions or SRA rulings against the organisation in the last three years on the grounds of race, gender, disability, age, sexual orientation or belief please indicate the actions taken as a result of this</p>	<p><input type="checkbox"/> Evidence provided</p> <p><input type="checkbox"/> No Tribunal judgements or SRA Rulings</p>	<p><i>Has the supplier taken reasonable action in proactively trying to prevent any other act of discrimination? If the supplier has answered Yes to ET or SRA judgements then sufficient evidence should be provided to give confidence that actions to correct the identified issues have been undertaken.</i></p>
<p>4: Monitoring</p> <p>A: Please provide evidence of both workforce and contract personnel profiles. If you do not yet monitor diversity please include plans to introduce, implement or expand diversity monitoring.</p>	<p><input type="checkbox"/> Workforce Profile provided</p> <p><input type="checkbox"/> Contract Profile provided</p> <p><input type="checkbox"/> Plans to introduce, implement or expand diversity monitoring provided</p> <p><input type="checkbox"/> The firm has achieved "Green" or "Star level" status in the Monitoring and Review Section of the D&I Charter report</p>	



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<p>B: If the % rate of employees who decline to provide diversity information exceeds 20% please provide plans to improve participation</p> <p>C: Evidence has been provided of monitoring undertaken at the various stages of the employment relationship as indicated in the procurement questionnaire</p> <p>Where a firm has indicated they do not monitor or they intend to monitor; a target date has been provided for implementation of monitoring, or</p> <p>if a target date has been specified in the procurement questionnaire, check this has been achieved</p>	<p><input type="checkbox"/> Evidence provided</p> <p><input type="checkbox"/> At application stage <input type="checkbox"/> At appointment stage/on joining <input type="checkbox"/> Training & Development take-up <input type="checkbox"/> On promotion <input type="checkbox"/> On exit <input type="checkbox"/> Annually <input type="checkbox"/> Quarterly <input type="checkbox"/> When Requested <input type="checkbox"/> Do not currently monitor <input type="checkbox"/> Intend to monitor</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
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<p>5: Equal Pay</p> <p>The firm undertakes pay audits</p> <p>The firm has provided evidence of its most recent equal pay audit</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>6: Supplier Diversity</p> <p>Please provide evidence of Equality and Diversity requirements for your suppliers</p> <p>Please provide evidence of the diversity profile of suppliers and any sub-contractors relevant to the contract</p>	<p><input type="checkbox"/> Evidence provided <input type="checkbox"/> No information on Suppliers E&D gathered or managed</p> <p><input type="checkbox"/> Diversity Supplier Profile provided <input type="checkbox"/> SME/Micro-enterprise profile provided</p>	<p><i>Evidence to look for includes E&D or Procurement policies that include E&D standards, Supplier base diversity monitoring, Supplier diversity and networking events, PQQ process including E&D data, Supplier diversity contract management processes</i></p> <p><i>A diversity supplier is a supplier with at least 51% owned or operated by the following groups: BAME, Female, Disabled</i></p> <p><i>Information on SME's and micro-enterprises can often indicate diverse suppliers due to the diversity profiles of organisations such as these in the UK. SME (less than 250 employees) and Micro-enterprises (less than 50 employees)</i></p>
<p>7: Leadership and Accountability</p> <p>Please provide evidence of achievements against diversity objectives, plans or equality schemes</p>	<p><input type="checkbox"/> Evidence Provided</p>	



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<p>8: Key initiatives</p> <p>Please supply evidence of the impact of key initiatives undertaken by your firm in order to promote opportunities to a diverse range of people and the impact of initiatives targeted at specific groups</p>	<ul style="list-style-type: none"><input type="checkbox"/> Recruitment evidence provided<input type="checkbox"/> BAME initiative impact provided<input type="checkbox"/> Gender initiative impact provided<input type="checkbox"/> LGB initiative impact provided<input type="checkbox"/> Religion/Belief initiative impact provided<input type="checkbox"/> Age initiatives impact provided<input type="checkbox"/> Disability initiative impact provided	
<p>9: Flexible Working</p> <p>Flexible working policy provided</p> <p>The firm is able to evidence flexible working at various levels of seniority as set out in the procurement questionnaire</p> <p>Please indicate the percentage of approved requests for the following types of Flexible working:</p>	<ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No <ul style="list-style-type: none"><input type="checkbox"/> Yes<input type="checkbox"/> No <ul style="list-style-type: none"><input type="checkbox"/> Part time (i.e. 3/4 days per week)<input type="checkbox"/> Job share<input type="checkbox"/> Annualised Hours<input type="checkbox"/> Flexi-time<input type="checkbox"/> Altered contractual hours<input type="checkbox"/> Working from home (agreed days)	



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<p>If the firm has no flexible working policy, the firm has supplied evidence to demonstrate they meet statutory obligations to consider flexible working requests</p>	<p><input type="checkbox"/> Targets for improving the take up of flexible working supplied</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
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