



NORTH SQUARE BARRISTERS  
PUPILLAGE POLICY DOCUMENT

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## 1. GENERAL

- 1.1. The pupillage committee consists of the following members of Chambers at the time of writing:
- John Craggs
  - Paul Fleming
  - Lee Dowling
- 1.2. The composition of the pupillage committee will vary from time to time.
- 1.3. The pupillage committee will use its best endeavours to comply with, and to ensure that Chambers complies with, the relevant provisions of the Code of Conduct and the Equality and Diversity Code for the Bar.
- 1.4. A copy of this Policy together with the pupil's induction documents are given to pupils on commencement of pupillage in Chambers. Time will be taken to talk the pupil through the [Bar Qualification Manual](#).

## 2. AVAILABILITY

### Pupillages

- 2.1. Up to two twelve-month pupillages will be offered, if appropriate, in each pupillage year. Chambers cannot of course guarantee that pupils will be taken on in any given year, but it is Chambers' hope that this will be the case.
- 2.2. There is no set period for the pupillage year; Chambers will recruit pupils to commence depending on business need and the pupil's own situation.
- 2.3. Pupillage is divided into two parts:
- A non-practising period of six months. During this period, pupils may not accept any client instructions, except for noting briefs where they have the permission of their pupil supervisor.
  - A practising period of six months

All the practising period must be undertaken after Call; this means that pupils must be called to the Bar before they can undertake their second six. A pupil is entitled to supply legal services and exercise rights of audience as a pupil barrister during the practising period, provided that they have the permission of their pupil supervisor and

have been issued with a Provisional Practising Certificate by the BSB. A practising pupil must register with the [ICO](#). It is a criminal offence not to do so where required.

### Third Six Pupillages

2.4. North Square Barristers is happy to entertain applications for third six-month pupillages. Such pupillages are available and are advertised on the Bar Council and our own website in accordance with the requirements of the Code of Conduct. It may be, however, that it is more appropriate to consider such applications with a view to the offer of a probationary tenancy, in order to avoid any perceived exploitation of third six pupils.

## 3. FINANCIAL ASSISTANCE

3.1. An award will be made in each pupillage year. The amount of the award will be in line with the Bar Standards Board's minimum funding requirements (as dictated by the rate of living wage applicable at the material time). The specific amount of funding will be communicated to pupils prior to the start date of their pupillage. The award will be made monthly during the first six and take the form of a grant and will make up the pupil's guaranteed earnings in the second six. There is no clawback provision in the event that a pupil's work does not amount to the guaranteed amount. No deductions are made during pupillage in respect of Chambers contributions.

## 4. ADVERTISEMENT AND PUBLICATION

- Chambers publicises pupillage vacancies on the Pupillage Gateway website and on Chambers' website.
- Such decisions will be made at the discretion of the pupillage committee.
- The pupillage committee will supply the BSB with such information as it requires.

## 5. PUPILLAGE SELECTION PROCEDURE

5.1. Selection decisions and criteria will be taken by the pupillage committee as a whole. The selection criteria adopted by the pupillage committee are set out in Appendix One to this Policy Statement. All pupils are selected using the same procedure. Records of all applicants and documentation relating to selection decisions are kept by the pupillage committee for a period of up to two years after

the completion of the recruitment process.

- 5.2. Upon receipt of all applications the pupillage committee will draw up a list of up to 10 candidates who will be invited to interview in Chambers. Candidates will be assessed using the application criteria set out in Appendix One.
- 5.3. Interviews will last up to 30 minutes. Candidates will be assessed on their interview performance by reference to the first interview criteria set out in Appendix One.
- 5.4. The interview will entail a detailed discussion about the candidate's ambitions for the Bar and two legal questions. The same questions will be put to all candidates. These are designed to allow candidates to show their analytical and advocacy abilities.
- 5.5. Where possible, the interviewing panel for all interviews will comprise all members of the pupillage committee and will be chaired by a senior member of the committee.
- 5.6. In the event that insufficient members of the pupillage committee are available to attend interview, the vacancy or vacancies may be filled by alternative member(s) of Chambers so that each candidate will be interviewed by three members of Chambers. Selection of a suitable member or members will be carried out by the chair of the pupillage committee in consultation with the other members of the committee so far as practicable and as the chair shall see fit.
- 5.7. Candidates will be notified of the outcome of their applications either by e-mail or telephone.
- 5.8. The offer of a pupillage and its acceptance give rise to a legally binding contract for education and training.
- 5.9. Chambers reserves the right to modify its selection procedures at its discretion.

## 6. ALLOCATION OF PUPILS

- 6.1. A pupil will normally sit with one pupil supervisor for the duration of pupillage.
- 6.2. The function of allocating the pupils will be discharged by the pupillage committee as a whole, taking into account all relevant circumstances (including in particular the need to ensure that the burden of taking pupils is equally shared by those members eligible to take them).

## 7. ROLE AND DUTIES OF PUPILS

- 7.1. Pupils are expected to keep to the core hours of 9.00am to 5.00pm, when they will

either be at court with their supervisor or in Chambers.

7.2. The pupil's responsibilities are:

- At all times to adhere to the Core Duties and Conduct Rules, as set out in the [BSB Handbook](#).
- To preserve the confidentiality of every client's affairs.
- To ensure that his or her pupillage is registered with the [BSB](#) on the relevant forms. Registration forms should be submitted two weeks prior to commencement of pupillage. Pupils must provide the name of the designated pupil supervisor and the commencement date. Registration will be confirmed by email.
- To notify the BSB of any material changes in pupillage arrangements, e.g. change in pupil supervisor, change in start or end dates of pupillage.
- To attend court when his or her pupil supervisor attends court and to take care to ensure that he or she arrives at the appropriate court at the appropriate time. The pupil will not play any active role in court proceedings. Before attending court, the pupil will be required to read the papers and familiarise himself or herself with the issues. Whilst at court, the pupil should observe the proceedings and take detailed notes, which may be referred to by the pupil supervisor.
- To attend Chambers when his or her pupil supervisor is in Chambers and to carry out research and do paperwork given to him or her by the pupil supervisor. Pupils should, where possible, try to complete their work within the timescales set by the pupil supervisor. Pupils should not take papers or books out of Chambers without the prior permission of their pupil supervisor.
- To do work for other members of Chambers when required to do so.
- To attend Chambers marketing events where appropriate.
- To adhere to all responsibilities prescribed by the BSB, including the completion of the Professional Ethics assessment in pupillage, additional information on which may be found [here](#).

7.3. Pupils will be given a copy of Chambers' Pupillage Programme at the commencement of their pupillage. This outlines the BSB competences that must be achieved during pupillage and provides details of how this will be achieved.

- 7.4. Pupils will be given oral feedback from their pupil supervisors in respect of every piece of work undertaken for them. In addition, pupils will be given oral feedback from their pupil supervisor on a monthly basis. At the end of each both the first and second sixes, the pupil will complete a reflective pupillage diary in which they will assess the work they have observed/undertaken against the competences outlined in the [Bar Qualification Handbook](#). The pupil supervisor will review and discuss this with the pupil prior to signing off each six-month period.
- 7.5. A pupil will have his or her own work during the second six months. We do not guarantee a minimum amount of work in the second six, but if there is work for pupils to do, it will be allocated fairly between pupils (if there is more than one pupil) by the clerking team, taking into account all relevant circumstances. Practising pupils do not pay Chambers' rent or expenses.
- 7.6. Where a pupil is asked to devil for a member of Chambers, that member of Chambers will negotiate payment of an appropriate proportion of the fee with the pupil.
- 7.7. At the end of each six months of their pupillage the pupil must ensure that he or she has fully completed the records required in the pupillage diary and that this has been signed off by the relevant pupil supervisor.
- 7.8. The pupillage diary should outline the nature of the work observed/undertaken and be maintained on a weekly basis, contemporaneously with the actual work itself. The pupil will be provided with full details of the BSB competences and will be requested to assess their own learning from each piece of work against these competences.
- 7.9. The pupillage diary is also useful if a pupil applies for tenancy, since it allows for demonstration that all requirements have been met. It provides an accurate record of experience and self-reflection and ensures the development of organisational abilities that will be useful in practice.
- 7.10. It is important that pupils begin a process of reflection on their own progress that should continue throughout practice, with a view to shaping a barrister's Continuing Professional Development (CPD). During the first three full years as a practising barrister, you must comply with the CPD rules within the New Practitioners Programme.
- 7.11. At the end of the practising stage of pupillage, the pupil must ensure that their pupil supervisor signs the form that declares satisfactory completion of the practising period of pupillage.

## 8. RESPONSIBILITIES OF PUPIL SUPERVISORS

8.1. Each member of Chambers to whom a pupil is allocated:

- Must ensure that he or she has undertaken sufficient training either in Chambers or externally, such that they are appropriately prepared to take on the role of supervisor. Refresher training is expected to be performed every five years by way of attendance on the relevant course either at an Inn of Court or on circuit. Designated pupil supervisors are expected to arrange this and provide written confirmation to the Pupillage Committee that they are compliant with this.
- Must discharge the obligations and functions set out by the BSB from time to time.
- Must ensure that his or her pupil does work for a wide cross-section of Chambers.
- Will have a copy of the BSB Professional Statement and will refer to it to ensure, as far as is possible, that the pupil carries out work and attends hearings in accordance with its requirements.
- Must ensure that the pupil:
  - has an understanding and appreciation of the operation in practice of rules of conduct and etiquette at the Bar;
  - has gained sufficient practical experience of advocacy to be able to prepare and present a case competently;
  - has gained sufficient practical experience of conferences and negotiation to be able to conduct the same competently.
  - has achieved the BSB standard for drafting, paperwork and legal research.
- Will ensure that his or her pupil has been provided with and completes or updates the pupillage diary approved by Chambers in relation to competences in the Professional Statement.
- Where a pupil supervisor will be away from Chambers for an extended period (two or more days) during which his or her pupil will remain in Chambers, will arrange for another member of Chambers to look after the pupil.



- Will ensure that his or her pupil is reimbursed for expenses properly incurred during pupillage. Specifically, fuel expenses for a journey by car exceeding 50 miles will be reimbursed, while a journey by public transport to court/conference outside the regions of Tyne and Wear, Durham, Northumberland and Teesside will be repaid by Chambers.
- Will give the pupil regular objective feedback. We place great importance on continued communication with pupils, so monthly monitoring meetings and three-monthly appraisals will be scheduled, where these will be discussed. This will also allow any areas where further exposure is required to be identified, such that they may be acted upon expeditiously. Both pupil and supervisor will have the opportunity to provide feedback on the appraisal form.
- If the defined standards and competences are not met, the pupil supervisor must not sign off the pupil as having completed the stage of pupillage.

## 9. COMPULSORY COURSES AND OTHER TRAINING

During pupillage, all pupils must attend certain compulsory courses and pass certain assessments to build on training received at the vocational component and to supplement work-based learning during pupillage, so that pupils can meet the Competences in the Professional Statement.

Pupils must ensure that they sign up for courses and assessments that they are required to take.

### 9.1. **BSB Requirements**

#### □ **Advocacy Course**

When to be taken – non-practising stage (first six)

The non-practising stage will not be certified until this course has been completed.

The fundamental objective of pupillage is that the pupil should develop and practise the skills necessary to be an effective advocate.

#### □ **Practice Management Course**

With effect from 1 September 2019, there is no longer a mandatory requirement to complete this course. This is because practice management is reflected in the competences in the Professional Statement and it is for the pupil supervisor to determine the training and experience that their pupils need in order to meet the relevant competences to the threshold standard.

## **MISCELLANEOUS — PUPILLAGE**

- 9.2. Unless the pupillage committee agrees, no member of Chambers is to take a pupil who has not been selected by the pupillage committee in accordance with Chambers' selection policy.
- 9.3. The pupil supervisor's permission should be sought before other members of Chambers ask a pupil to do a piece of work for them, or to accompany them to Court. If the pupil's designated supervisor is absent (as contemplated above) the permission of the member who is temporarily supervising the pupil should be sought by other members of Chambers who wish to give work to the pupil, or to take the pupil to Court with them, during the pupil supervisor's absence. This will avoid the twin problems of:
- pupils being burdened with unmanageable amounts of work from several sources at the same time; and
  - pupil supervisors suffering the annoyance of unauthorised "borrowings" of their pupils.
- 9.4. Chambers will reimburse pupils for the fees paid by them for attending compulsory courses during their pupillage. Pupils who wish to attend courses should be allowed time off to do so.
- 9.5. In the event of dissolution of Chambers, the pupil will be notified in good time and every reasonable effort will be made to ensure that an alternative pupillage can be obtained.
- 9.6. Pupils are covered by their pupil supervisor's Bar Mutual Indemnity Fund (BMIF) insurance, for work performed during pupillage. Once pupillage ceases, they must apply immediately to the BMIF for their own cover for legal services offered in self-employed practice.
- 9.7. Chambers reserve the right to terminate a pupillage at any time and with immediate effect in the event of a serious breach of Chambers rules or the Bar Council Code of Conduct. This includes circumstances where the pupil engages in unprofessional conduct, is in material breach of rules concerning confidentiality, is rude to staff, colleagues or clients or his or her work is regularly of a highly unsatisfactory quality.

## **10. THE GENERAL DATA PROTECTION REGULATION (GDPR) AND THE DATA PROTECTION ACT 2018**

- 10.1. Every individual self-employed practising barrister is a data controller. All self-employed barristers, including practising pupils, and Chambers are required to comply with the GDPR and the Act if they process personal data. From 25 May 2018, the Data Protection (Charges and Information) Regulations 2018 requires every organisation and sole trader who processes personal information to pay a data protection fee to the [ICO](#), unless they are exempt.

## 11. EQUALITY AND DIVERSITY

- 11.1. Chambers adopts and implements the equality and diversity guidelines recommended in the Equality and Diversity Provisions of the Code of Conduct and, in particular —
- Chambers do not discriminate unlawfully, directly or indirectly, against, victimise or harass any person on grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, gender re-assignment, sexual orientation, marital or civil partnership status, disability, religion or belief, or pregnancy and maternity.

## 12. RECORD KEEPING

Chambers will maintain the following data and records; we may be required to provide them to the BSB for supervision purposes or research. These records are kept by the pupillage committee for a period of up to two years after the completion of the pupillage and will be destroyed afterwards:

- Training records for pupils.
- Training outcomes for pupils.
- Training records for pupil supervisors.
- Training records for recruitment panel members.
- Pupillage agreements.
- Diversity data for pupils (this might compare applications, interviews offered, pupillage offers made, places taken up and progression to tenancy/employment) and the action that has been taken following review of data.
- Complaints/grievances with analysis and action taken.
- Pupil feedback, analysis and action taken.
- Policies related to pupillage.
- Recruitment records of all applicants and documentation relating to selection decisions (advertisements, application process, selection criteria, assessor records) are kept by the pupillage committee for a period of up to two years after the completion of the recruitment

process.

### 13. COMPLAINTS AND GRIEVANCES

- 13.1. Chambers is committed to providing a working environment in which everyone is treated fairly and properly. No one will suffer detriment if he or she raises a complaint or grievance in good faith under this procedure.
- 13.2. In the first instance any complaints should be discussed informally with a pupil's supervisor. If he or she is unable to help, or if a pupil would prefer to raise the issues with someone other than his or her pupil supervisor, then the pupil should discuss the matter confidentially with the chair of the pupillage committee.
- 13.3. If this does not address the pupil's concerns, the complaint should be put in writing to the chair of the pupillage committee.
- 13.4. The chair will nominate a committee to address the complaint. The committee will consist of the chair of the pupillage committee, a member of Chambers of under five years' call and one other member of Chambers of at least ten years' call.
- 13.5. The committee will meet as soon as is practicable to discuss the issues raised.
- 13.6. The pupil will be given a written response on the outcome of the complaint with a clear indication of the action Chambers will take if the complaint is upheld. Solutions which rely on changes to working arrangements which may unreasonably disadvantage the pupil will be avoided.
- 13.7. If the formal grievance or complaint is found to have substance appropriate steps in the circumstances will be taken to remedy the problem.
- 13.8. A brief confidential report on all formal complaints and on the outcome will be made to the Head of Chambers and will be retained for one year after the conclusion of the case or longer if deemed necessary.
- 13.9. Chambers also adopts and implements the guidelines recommended in the Bar Model Harassment Policy (see Appendix Two).
- 13.10. If the chair of the pupillage committee is also the pupil's pupil supervisor at the relevant time, the Head of Chambers will act in the place of the chair for the purposes of this section.

### 14. RECRUITMENT OF NEW TENANTS

- 14.1. The decision whether to recruit a pupil as a new tenant will be taken by Chambers

as a whole.

- 14.2. Chambers requests feedback from all members and, in particular, the supervisors and clerks and, where possible, from clients. This information is collated and provided to the pupillage committee. The pupillage committee then provides a recommendation to Chambers. Normally an email vote is carried out. It is the hope of members of Chambers that this process should be completed by the end of the penultimate month of pupillage. The pupil will be notified in writing (or in person) of the decision shortly thereafter.
- 14.3. Tenants are expected to contribute to Chambers expenses once they are full members, though it is appreciated that fees may take time to be paid. Recent tenants have not experience issues in this regard, however, and have regularly achieved earnings of over £50,000 in their first year.
- 14.4. Chambers will use all reasonable endeavours to advise and assist pupils not taken on as tenants and, in particular, enquiries should be made as to which member of Chambers would make the most appropriate referee.

APPENDIX ONE – PUPILLAGE APPLICATIONS ASSESSMENT  
CRITERIA

**CRITERIA FOR ASSESSING PUPILLAGE APPLICATION FORMS**

Intellectual ability (a) Academic record (b) Quality of written expression	(1-10) (1-6)	
Responsibility and maturity (evidenced by extra-curricular activities and previous employment/career)	(1-6)	
Advocacy and/or public speaking (experience and achievement)	(1-8)	
Interest in areas of work done by Chambers	(1-5)	
Care and attention in preparation of application	(1-5)	
Commitment to practice in the north-east	(1-5)	
Business acumen	(1-5)	
<b>Total</b>	<b>Maximum 50</b>	
<b>SELECT FOR INTERVIEW?</b>		<b>YES / NO</b>

## **INTERVIEW CRITERIA**

Oral communication skills	(1-8)	
Ability to analyse and assimilate information	(1-6)	
Maturity and confidence	(1-6)	
Business acumen	(1-5)	
Commitment to practice in the north-east	(1-5)	
	<b>Maximum 30</b>	
<b>Consider offer of pupillage</b>		<b>YES/NO</b>

## APPENDIX TWO - HARASSMENT POLICY

This policy covers all those working in Chambers, visiting Chambers and providing services to Chambers. North Square Barristers is committed to providing a work environment in which all individuals, clients and public are treated with dignity and respect. North Square Barristers is determined to promote a work environment in which everyone is treated equally, with dignity and can flourish.

Harassment in any form will not be tolerated at North Square Barristers. Harassment includes any unwanted conduct related to sex, race, disability, gender re-assignment, religion or belief, sexual orientation or age. Such behaviour may take many forms including:

- Conduct which is unwanted by the recipient and perceived as hostile or threatening;
- Conduct which gives rise to a hostile or threatening work environment;
- Conduct which creates an atmosphere in which it is feared that rejection or submission will be used as a basis for decisions which have an impact on the recipient at work such as an allocation of work or tenancy decision.

The following are examples of types of behaviour which may amount to harassment:

- Physical or sexual assault;
- Requests for sexual favours in return for career advancement;
- Unnecessary physical contact;
- Exclusion from social networks and activities or other forms of isolation;
- Bullying;
- Compromising suggestions or invitations;
- Suggestive remarks or looks;
- Display of offensive materials, including on a computer screen;
- Tasteless jokes or verbal abuse, including any sent by email;
- Offensive remarks or ridicule;
- Dealing inappropriately or inadequately with complaints of harassment.

Harassment is unlawful under the Equality Act 2010. In addition to the above unwanted conduct, it can arise where a person engages in any kind of unwanted sexual behaviour (or gender reassignment or sex related behaviour).



Complaints of harassment may be raised informally in the first instance with the CEO, the Head of Chambers or another senior member of Chambers who will agree an appropriate response. Formal complaints should be made under the North Square Barristers grievance procedure.

Chambers is committed to ensuring that no-one who makes an allegation of harassment in good faith should be subjected to any detriment as a result. Any victimisation of a complainant, witness or anyone else involved in the investigation of a complaint will be viewed as a disciplinary matter.

A copy of this policy is provided to all those for whom Chambers constitutes a working environment, including members of Chambers, pupils, clerks and other employees, temporary workers, those who provide Services to Chambers such as contract cleaners, accountants and IT consultants, and mini- pupils and work experience students.

This policy will be reviewed on a regular basis.

## APPENDIX THREE – EQUALITY AND DIVERSITY POLICY

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#### Equality and Diversity Policy

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## 1. PRELIMINARY

- 1.1 This Statement of Policy is intended to set out Chambers' policy on issues of equality and diversity.
- 1.2 In adopting this Statement of Policy, it is recognised that policy in relation to all the Action Areas needs to be kept under review and that some aspects of Chambers' policy have been in place for significantly longer than other aspects and are therefore better developed. The Areas with respect to which Chambers' policy is less developed will require particular attention and it is expected that this Statement will be revised from time to time accordingly. It is further recognised that any changes in the Bar Standards Board's and Bar Council's rules and guidance concerning Equality and Diversity ("the Rules and Guidance") will need to be reflected in amendments to this Statement.
- 1.3 The responsibility for ensuring that review, development and amendment (subject to the agreement of Members) takes place as necessary is that of Chambers' Equality and Diversity Officer. The present holders of that office are John Craggs and Lee Dowling.
- 1.4 The primary responsibility for ensuring that this Statement of Policy (as amended from time to time) is implemented is that of the Equality and Diversity Officer, but Chambers commits itself to supporting him or her by taking all reasonable steps recommended for the purpose of implementation.

## 2. RECRUITMENT: PUPILS AND TENANTS

### Advertisement

- 2.1 It is current Chambers' policy to advertise pupillages through the Bar Council's online system although recruitment is carried out directly. All vacancies for pupillage will continue to be advertised in compliance with the requirements of the Code of Conduct and advertisements will include:
- encouragement of applications from groups which are under-represented in chambers;
  - a statement of compliance with the Rules and Guidance;
  - a statement indicating willingness to make reasonable adjustments for disabled candidates.
  - If it is proposed to recruit a tenant, the vacancy will be advertised and the advertisement will include the matters set out in paragraph 2.1 above.

## Applications

- 2.2 Applicants are required to submit a copy of their cv along with a covering letter and the relevant application form (if any).
- 2.3 Chambers will make such reasonable adjustments as may be required to enable a candidate with a disability to make an application, in accordance with our policy upon disability and reasonable adjustments.

## Selection processes: pupillage

- 2.4 The Pupillage Committee currently operates a two-stage selection process. An initial short list is prepared of approximately 10 applicants on the basis of selection criteria set out in Chambers' Pupillage Policy Statement, which is available on the Chambers website. Short-listed applicants are invited to attend a 30-minute interview, after which a decision as to offer(s) of pupillage will be made. At both stages, selection criteria are applied, which are also set out in the Pupillage Policy Statement. The Pupillage Committee will continue to operate by the use of selection criteria which are made generally available in advance by means of the Chambers website.
- 2.5 The Pupillage Committee currently consists of three members of Chambers. Its composition will, as far as possible, be of different age, gender and social, racial or cultural backgrounds.
- 2.6 All short-listing decisions will continue to be made by the whole committee, each member of which will independently assess candidates' application forms by reference to the criteria before the committee discusses its decision.
- 2.7 The course of interviews will be planned in advance to ensure that the same topics are covered in each case. Where possible, every member of the Pupillage Committee will attend each interview. Each interviewer will independently assess the applicant by reference to the selection criteria before any general discussion.
- 2.8 All selection decisions will continue to be made by all members of the committee.

## Training

- 2.9 The members of the Pupillage Committee will be required to ensure that they are trained in accordance with the requirements of the Code of Conduct.

### Record-keeping

2.10 Records of all applicants and documentation relating to the pupillage selection decision are kept by the pupillage committee for a period of up to two years after the completion of the recruitment process.

### Monitoring and review

2.11 Chambers will review its current monitoring arrangements to ensure that they are suitable to enable preparation of statistics relating to the gender, race, disability and age of those applying for pupillage, being short-listed and being recruited.

2.12 The statistics below will be reviewed by the Equality and Diversity Officer in conjunction with the Equality and Diversity Committee and the Pupillage Committee to identify any necessary amendments to:

- Chambers' practice in relation to advertisements;
- Chambers' short-listing selection criteria;
- Chambers' interview selection criteria;
- the practices and procedures of the Pupillage Committee (including practices and procedures which may reflect prejudices, whether conscious or unconscious);
- any other aspect of pupillage recruitment which may seem to require amendment.

### Pupillage Policy Statement

2.13 Chambers will continue to maintain and keep under review a pupillage policy statement which will be available generally through the Chambers' website.

### Recruitment of starter tenants following pupillage

2.14 Each funded pupillage is offered with a view to tenancy. However, a final decision on whether any pupil is offered a tenancy is dependent on the circumstances of Chambers at the relevant time and the merit and suitability of the candidate.

- 2.15 The decision as to whether a pupil should be offered tenancy will be taken by all members of Chambers. During this process, the pupil supervisors will each produce a written report and recommendation which will be distributed to all Members of Chambers; the pupillage committee will also provide a report on any formal exercises undertaken during the pupillage.
- 2.16 Save in the case of unanimous decisions, Chambers will hold a “tenancy meeting” in which all members of Chambers will be entitled to provide their views and vote on whether tenancy will be offered. Tenancy will be offered if a special majority of two-thirds votes in favour of offering said tenancy.
- 2.17 The tenancy decision will be communicated to the candidate no later than two months prior to the end of pupillage.
- 2.18 A 12-month pupil who is not offered a tenancy may be permitted to squat at Chambers for a short period of time whilst seeking tenancy elsewhere. The terms of any such arrangement will be agreed with the pupil prior to the conclusion of pupillage. Chambers will give all the assistance it is able to help a pupil not offered a tenancy to obtain a tenancy elsewhere or to obtain employment.

#### Pupils seeking a third six pupillage

- 2.19 Chambers’ is happy to entertain application from any such pupils, however it is believed to be more appropriate to consider such applications with reference to a probationary tenancy. It is thought that such an arrangement offers more security to both parties, given certain negative publicity regarding perceived exploitation of third six pupils. If it is decided that such applicants should in principle be accepted, a recruitment and selection procedure following the Rules and Guidance will be agreed upon by the Pupillage Committee.

#### Private arrangements for pupillage

- 2.20 Members will not take pupils by private arrangement.

#### Mini-pupillages

- 2.21 Chambers offers non-assessed mini-pupillages of 3 or 5 days at times when mini-pupils can conveniently be accommodated. Preference will be given to applicants who are at least in the second or third year of a university law degree or undertaking the Graduate Diploma in Law.
- 2.22 Applications are invited on Chambers’ website and applicants are informed that they must

demonstrate an interest in Chambers' areas of practice and a desire to practise in them. Applications are currently made by CV and covering letter. Applications are assessed, by at least two members of the Pupillage Committee, by reference to the selection criteria set out in Chambers' Pupillage Policy Statement, which is available on the Chambers' website.

2.23 Chambers will continue to maintain and keep under review a Pupillage policy statement which will be available generally through the Chambers' website.

2.24 Chambers' monitoring arrangements will be reviewed to ensure that effective monitoring of decisions relating to mini-pupillage is possible and is undertaken.

### Recruitment of established practitioners

2.25 Although the provisions herein concerning advertisements and applications also apply to the recruitment of established practitioners, Chambers may exceptionally recruit an established practitioner or a group of established practitioners without following that procedure where the following conditions are satisfied:

- The practitioner practises, or the members of the group practise, in fields in which members of Chambers practise;
- Chambers has a need for an additional practitioner or group of practitioners in that field having regard to
  - The amount of work available or reasonably expected to be available (i) to the applicant and to members from the clients that he or she will bring with him or her or otherwise generate and (ii) to the applicant from Chambers' existing clients;
- any potential adverse impact on members;
- the current Chambers' business plan;
- the desirability of promoting equality and diversity within Chambers;
- the particular experience, skills and seniority of the practitioner or the members of the group are especially suited to meeting Chambers' need (having particular regard in the case of applicants of five years' call or under to any risk of undermining the process for the recruitment of pupils).

2.26 Recruitment will be carried out by the New Members Committee which is collated from members with an interest in the relevant area of practice.

### Reasonable adjustments

2.27 Chambers will have regard to the need to make reasonable adjustments for applicants with a disability at all stages of any recruitment process (whether or not expressly referred to above). Chambers has in place a policy for disability and reasonable adjustments, which may be provided upon request.

### 3. FAIR ACCESS TO WORK

3.1 The clerking team and Head and Deputy Head of Chambers will meet monthly to review allocation of work to all members and the reason for such allocation.

3.2 Contributions to these meeting will be invited from all members in order that any concerns regarding the fair allocation of work in both quality and volume may be addressed.

3.3 The results of these meetings will be reviewed by the Equality and Diversity Committee, which will ensure that the clerks make any necessary amendments in respect of:

any unfair practices (whether or not consciously adopted) in work allocation by the clerks;

any unfair consequences resulting from briefing practices adopted by instructingsolicitors;

any unfair consequences resulting from practices relating to the delivery of instructions or briefs adopted by instructing solicitors;

any other matter relating to the allocation of work which may seem to require amendment.

3.4 The Head of Chambers will ensure that the clerks are aware that unfairness in work allocation is a serious matter and that a solicitor who insists on directly discriminatory allocation of work should be reported to his or her disciplinary body. The work in such a case will be refused.

3.5 The clerks will be encouraged to undergo equality and diversity training.

#### Practice development

3.6 Each member shall have a meeting every six months with the clerking team and Head of Chambers. The purposes of the meeting will include discussion of the allocation of work, work opportunity and development of that member's practice. Any results of work allocation meetings in respect of that member over the previous three months will be part of the discussion.

3.7 Any pupil in his or her second six months or doing a subsequent pupillage will be offered the opportunity of a meeting of the kind described in paragraph 3.6 at the start of undertaking work and at



least every two months thereafter. Unless the pupil requests otherwise, his or her pupil supervisor will be invited to attend the meeting to ensure that any course of action agreed is consistent with the satisfactory completion of pupillage.

- 3.8 Chambers will continue its present policy with respect to a starter tenant that he or she should initially spend some months spending time with a senior member of Chambers who will be readily available to offer advice and guidance on any aspect of his or her practice.
- 3.9 Informal mentoring schemes are offered to junior tenants in respect of practice development, and invites to attend any networking events will be extended to all members, including pupils.

#### Marketing of barristers and pupils

- 3.10 The Executive Committee will review every six months the nature of the marketing events conducted over the preceding six months and proposed for the following six months in order to ensure that over a rolling period of a year all members and pupils can, as far as reasonably practicable, be equally involved.
- 3.11 The Executive Committee will encourage all members to take part in Chambers' seminars and lectures, to attend outside seminars and lectures, to write or contribute to legal works or articles for professional publication, to become involved in relevant professional organisations and to consider becoming involved with pro bono schemes or legal advice or support centres.
- 3.12 The Executive Committee will keep under review the desirability of establishing formal practice groups within Chambers with arrangements for regular meetings.

## 4 HARASSMENT

#### Written policy

- 4.1 Chambers has adopted and will continue to follow the Bar Standards Board's model harassment policy set out in Section 13 of the Supporting Information on the equality rules of the BSB Handbook.
- 4.2 The Executive Committee will ensure that a copy of the Chambers' harassment policy is provided to all employees of Chambers.
- 4.3 The Chambers' harassment policy is currently annexed to the Chambers' Pupillage Policy Statement and to the Pupillage Guide given to all pupils. The Pupillage Committee will ensure that it continues to

be annexed to those documents.

## 5. COMPLAINTS AND GRIEVANCES

### Written procedures

- 5.1 Chambers has adopted and will continue to follow a written procedure as respects complaints or grievances by pupils which is currently included in the Chambers' Pupillage Policy Statement and in the Pupillage Guide given to all pupils. The Pupillage Committee will ensure that the procedure continues to form part of those documents.
- 5.2 As respects complaints or grievances by members, Chambers' employees and applicants for positions in Chambers, Chambers hopes that any potential grievance will be resolved quickly and informally, but in dealing with any grievance Chambers will follow the provisions of any applicable Code of Practice or, if there is no such Code, will follow as far as is reasonably practicable the principles of the Code, which after consultation with the complainant, Chambers considers is the most nearly applicable.
- 5.3 Except as provided in respect of pupils, the nominated persons for the purposes of Chambers' grievance procedure are the members of the Executive Committee other than the Head of Chambers (if he or she is such a member).
- 5.4 Chambers will take all reasonable steps to ensure that any member of Chambers who is requested to participate in investigating a complaint or grievance is familiar with the Bar Standards Board Handbook Equality Rules and the Supporting Information.

## 6. SERVICE PROVISION

### General

- 6.1 Chambers will maintain its current general non-discrimination policy, which is in the following terms:

“Chambers does not discriminate directly or indirectly on grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion or political persuasion.”
- 6.2 The Executive Committee will ensure that its policy is stated on its website and in its brochure and any other similar material issued by Chambers

6.3 The Chief Executive and the Executive Committee will ensure that members, employees and pupils are offered the opportunity to undergo diversity training.

#### Disability Discrimination Act 1995

6.4 The Equality and Diversity Officer will investigate available sources of advice on making reasonable adjustments to:

- Chambers' practices, policies and procedures;
- the provision of auxiliary aids and services;
- the physical features of Chambers' Premises

in order to ensure compliance with Chambers' obligations under the Disability Discrimination Act 1995 and will make recommendations to Chambers in the light of such advice, having regard to the resources available to Chambers.

6.5 The Equality and Diversity Officer will review annually whether and if so to what extent it is reasonable to obtain further external advice in relation to the provision of services to people with a disability and will report the result of his or her review to the Executive Committee. The Equality and Diversity Officer will in any event keep under review the need to make further adjustments in respect of the matters listed in paragraph 6.3 and will make recommendations to the Chief Executive and the Executive Committee accordingly.

6.6 Any person with a disability who has any dealings with Chambers will be encouraged to make known to Chambers what adjustments to the matters listed in paragraph 6.3 would assist him or her to make use of the services of Chambers and Chambers will make any such adjustments which are reasonable. A statement to that effect will be made on the Chambers website and in its brochure and any other similar material issued by Chambers.

6.7 Chambers will ensure that where any person dealing with Chambers is known to have a disability he or she is informed of any matters relating to the provision of Chambers' services which will assist him or her to make use of those services.

6.8 Members and pupils will continue to offer to provide outside Chambers services which would usually be provided on Chambers' Premises where to do so will enable a person with a disability to make use of Chambers' services.

## 7. STAFF IN CHAMBERS

### Recruitment

7.1 In recruiting employees, Chambers will follow the principles of:

- open advertisement;
- clear and objective selection criteria;
- interviewing and decision-making by more than one person which are applied in recruiting pupils and tenants.

### Maternity, paternity and parental leave

7.2 Chambers will comply with the statutory obligations as varied from time to time.

### Complaints and grievances

7.3 As set out in above, the Chambers grievance procedure applies to members of staff.

<b>Approved by</b>	<b>Date</b>
<b>Pupillage Committee</b>	<b>March 2023</b>