The policies set out in this document are intended to apply for the benefit of Chambers and any pupils, and are to be interpreted broadly in that context. There may from time-to-time be reasonable variations of the precise terms and periods specified herein, by agreement of the Pupillage Committee.

1. The Pupillage Committee shall comprise the following members:
* One King’s Counsel to chair the Committee (‘Chair of the pupillage committee’);
* No more than five other members, including:
* At least one member of each of the principal teams (Crime; Family; Civil);
* At least one junior member under 7 years’ call.
1. The Committee will determine its own procedures and how the members shall share responsibilities.

One of the more senior members of the Committee shall be responsible for the supervision of the pupillage systems regarding applications, administration and the committee functions (‘Director of Pupil Training’);

One of the junior members shall be responsible for the pastoral care of any pupils.

**Upon commencement of pupillage**

1. Upon commencement of pupillage, a file will be created which will follow the pupil to pupil supervisors and which will include the c.v., all of the review documentation (see below), sample written work and, as the end of the 12-month term approaches, a copy diary of the second six months, an earnings print out, any references from solicitors and the minutes of the tenancy application interview;
2. Each pupil shall be allocated a Personal Mentor who shall be a member of Chambers of no more than five years’ call and who shall provide pastoral support and assistance to the pupil throughout his 12-month pupillage as and when required. The pupil’s Mentor shall be selected by the Pupillage Committee.

**Pupil Supervisors**

1. A pupil who is expected to undertake a 12-month pupillage in Chambers (of which the first half will be non-practising) shall have no fewer than three different pupil supervisors, for a period of at least two months each, whose practices will be exclusively or predominantly in the areas of civil, family and crime;
2. The pupillage shall be flexible enough to ensure that the pupil undertakes at least some of his criminal pupillage before the practising second six-month period commences;
3. If there is an obvious desire or proficiency shown in a particular area of work, the pupillage shall also be flexible enough to allow there to be an extended period of supervision in any given practice area agreed with the pupil, so long as;

(i) each portion of the pupillage has been completed to the pupil supervisor’s satisfaction; and,

(ii) the work in the relevant Bar Council check list has been completed;

**Reviews**

1. The pupil’s performance shall be reviewed at two monthly intervals by the pupil supervisor;
2. The criteria against which the pupil’s performance will be continually assessed will be as follows:

(a) Professional ability:

1. advocacy skills;
2. communication skills;
3. accuracy and presentation of written work;
4. ethics and professional relationships, with solicitors/clients;

(b) Commitment; both in terms of completing the education of pupillage (Bar Council checklists and courses) and the willingness to offer help to others in chambers;

(c) Personal presentation, punctuality and appropriateness of conduct during pupillage, within chambers, with clerks, staff and members; and out of Chambers.

1. The pupil supervisor shall take soundings from other members of Chambers, the team leaders, clerks and the Chambers Director on behalf of the Administration Team as relevant in the course of conducting the pupil’s review;
2. A record of the review shall be recorded on the pupil’s file and signed by both the pupil supervisor and pupil.

**Tenancy applications**

1. Should the pupil wish to apply for a tenancy in Chambers, he should submit an application to the Pupillage Committee one month before the end of the 12-month term;
2. The Head of Chambers, together with an appropriate cross-representation of the Committee, the team leaders and the pupil’s supervisors will interview the pupil in the last month of the pupillage year to consider the merits of the application;
3. Having conducted the interview, the panel will then make a decision on behalf of Chambers in respect of the application. The following decisions may be made;
4. An unconditional offer to join Chambers;
5. A conditional offer to join Chambers;
6. An extension to pupillage and a deferral of any further consideration of the application until a specified date;
7. A rejection of the application, with a recommendation that the pupil can be allowed to squat in Chambers for a specified period with a maximum limit of three months from the date of the expiry of the 12-month pupillage term;
8. A rejection of the application.

**Misconduct and inability**

1. Nothing in this policy shall be taken to prevent a pupil’s pupillage from being determined before the expiry of the 12-month term for one or more of the following reasons:

(a) Serious misconduct; the following list is not exhaustive and merely contains examples of matters that would fall into this category:

* + 1. Any criminal conduct giving rise to any form of caution or conviction that is relevant to the pupil’s intended career;
		2. Any incident of Dishonesty or theft;
		3. Any incident of personal misconduct such as sexual or racial harassment, aggressive misbehaviour, or fighting;
		4. Any serious breach of the Bar Council’s Code of Conduct;
		5. Any conduct that would be likely to bring Chambers into disrepute;
		6. Any act or omission which causes any serious loss to Chambers as a whole or to any individual member or employee, either in financial terms or in terms of reputation or standing;
		7. Persistent and repeated failures to adhere to a pupil supervisor’s reasonable requests and directions.
1. Serious discourtesy;
2. Inability to complete pupillage: in the event that the pupil’s ability to complete his pupillage within a reasonable period is prevented by incompetence or absence through serious illness, imprisonment or other issues.

**Disciplinary issues**

1. Any issue which might result in the early termination of a pupillage shall be considered by the Pupillage Committee, acting either on its own motion on upon the application of any member of Chambers made to the Head of Chambers in writing;
2. The pupil shall be given at least two weeks’ notice of a hearing at which the Pupillage Committee shall consider any such issue. The pupil shall be entitled to a statement of the alleged act(s) complained of and any supporting evidence. He shall also be notified of his right of representation at a hearing;
3. The Pupillage Committee shall then meet to decide whether the act(s) complained of are proved and, if so, what sanction should be imposed. The following sanctions are available to the Committee;

 (a) Termination of pupillage without notice;

(b) Termination of pupillage with reasonable notice;

(c) A final written warning;

(d) A written warning;

(e) An oral warning;

(f) An extension of pupillage with or without further Chambers funding.

(All warnings shall remain on the pupil’s file for the remainder of his pupillage);

1. The pupil shall be notified of the result of the Committee’s consideration of the issues within one week of the hearing and shall be notified of his right of appeal to the Team Leaders Committee.

**Implementation and resolution of disputes**

1. All matters relating to the interpretation and/or implementation of this Policy shall be referred to the Pupillage Committee;
2. In the event that a pupil or pupil supervisor is aggrieved by any decision taken by the Pupillage Committee, a right of appeal shall exist to the Team Leaders Committee (excluding any members of the Pupillage Committee), whose decision shall be final;
3. Any appeal to the Team Leaders Committee shall be dealt with as a complete rehearing of the issues before the Pupillage Committee.



Richard English Nick Jeanes

Head of Chambers Chambers Director

**Reviewed October 2022**