Pupillage Policy

Updated September 2026

1. Introduction

At St John's we invest a lot of time and money in our pupils, with the hope of producing barristers who are representative of the people for whom they work. We therefore aim for a system of recruitment and training that is transparent and fair, with the intention of taking on pupils who can already demonstrate strong evidence of the sort of skills that will make a good barrister, and giving them the support and direction they need to become successful tenants. We ultimately want well rounded colleagues with a good work-life balance and a collegiate attitude, who can make the most of all the many opportunities afforded by life at an award winning chambers in a sought after region of the country.

2. Availability of Pupillage

We offer up to six pupillages per year, two in each of our main Practice Groups (Family, Chancery & Commercial, Personal Injury & Clinical Negligence). We take our pupils on with a reasonable expectation of tenancy – they are never in competition with each other.

3. Fair Recruitment

We are committed to the principles of equality and inclusion and to ensuring an absence of direct or indirect discrimination on grounds of any protected characteristic. For this reason, our Pupillage Committee and all those involved in our application process are offered regular 'Fair Recruitment' training aimed at ensuring fair processes and limiting unconscious bias. Written applications for pupillage are redacted to exclude information of a sort that might lead to unconscious bias (name, date of birth, and we are one of the few Chambers to remove reference to the university and school applicants attended). We mark candidates by reference to transparent processes that test measurable, evidence-based competencies, and our process is set out in detail below.

4. Our Application Process

a. We award our pupillages on merit following a three-stage process:
   i. Written application
   ii. First round interview
   iii. Second round interview

b. Questions and marking criteria may change year-on-year, but in any given year all candidates are measured against identical criteria.

c. Written applications are currently assessed against the following criteria:
   i. Academic achievement
   ii. Work history (legal and non-legal, paid and voluntary), work experience (legal and non-legal), and non-employed positions of responsibility
   iii. Merit-based scholarships, prizes and awards
   iv. Motivation for a career at St John's Chambers
   v. Written advocacy (based on a very short essay question)
   vi. Written communication

d. Before being marked, the front page of all application forms is removed and the applications given a unique number so that those marking the forms do not have details of the applicants' name, address, school or university attended. This is intended to reduce, so far as possible, unconscious bias based on sex, ethnicity, or educational background.

e. Candidates are given a score out of 4 against each criterion, with 1 being 'not met' and 4 being 'exceeds'. Half marks are allowed, but no less than that.

f. Written applications are scored out of a total of 28.

g. Due to sheer weight of numbers, we divide applications between several members of chambers for marking.

h. Before application forms are divvied up between markers, a cross-section of applications are marked by the Pupillage Committee and those applications/marks distributed to all markers for consideration in order to calibrate their approach.

i. As a further check on consistency, at *least* one in every ten applications is marked by two different people. Where there is a marked difference between scores for any one

candidate, this will be investigated at moderation and if necessary further applications will be checked and reassessed until we are satisfied of consistency of approach.

j. Following moderation we will seek to shortlist approximately 6 - 10 candidates per practice group for first round interview, though this will vary year-on-year.

k. While we pride ourselves on providing detailed feedback following interviews, we cannot provide feedback for unsuccessful written applications due to the administrative pressure involved.

l. First round interviews usually last around 30 minutes and are conducted by a panel of three by video platform (though accommodation for in-person interviews can be made in the event of extenuating circumstances, communicated with reasonable notice in advance of the interview).

m. Panels are as diverse as reasonably possible, and all panel members are offered regular, relevant fair recruitment and selection training.

n. Interviewees will be asked:

    i. To conduct the same short Advocacy exercise.

    ii. The same or similar competency-based questions focusing on:

        1. Analytical Thinking
        2. Influencing/Advocacy Skills
        3. Working Under Pressure
        4. Communication

o. Against each criterion, candidates will be scored from 1 to 4, with 1 being 'not met' and 4 being 'exceeds'. Half marks are allowed, but no less.

p. If a candidate scores 1.5 or less against any criterion, they will be disqualified from the process.

q. Twice the number of marks are available for advocacy because we think advocacy is particularly important.

r. Total first-round scores are out of a maximum of 28.

s. Following moderation, we will shortlist approximately 3 - 4 candidates per practice group) for second round interview.

t. If more than one candidate is tied for the final place, we will ask all such candidates to second round interview. It is more work for us, but we think it is too important a decision to do otherwise.

u. Unsuccessful first-round candidates will be given detailed written feedback.

v. Second round interviews usually last around 45 minutes and are conducted by a panel of three, made up of members of the Practice Group to which the candidate is applying. Second round interviews are conducted in-person; any request for a second-round interview to be conducted by video platform must be made with reasonable notice in advance of the interview and supported by evidence. The request will be considered by the Head of Pupillage and relevant interview panel and will usually only be acceded to in the event of exceptional, evidenced circumstances and/or if necessary as a reasonable adjustment.

w. Interviewees will be asked:

    i. To conduct an advocacy exercise based on a mock court hearing.

    ii. Competency-based questions focusing on:

        1. Drive and Resilience.

        2. Motivation for St Johns Chambers and their chosen practice area.

x. As before, candidates are scored from 1 to 4 against each criteria, with 1 being 'not met' and 4 being 'exceeds'.

y. If a candidate scores 1.5 or less against any criterion, they will be disqualified from the process.

z. Scores for advocacy are doubled because we think advocacy is particularly important.

aa. Total second round scores are out of a maximum of 16.

bb. We then place first and second round scores into a 'wash-up matrix' in which we will:

    i. Divide first round scores by two (so that a score out of 28 becomes a score out of 14).

    ii. Double second round scores (so that a score out of 16 becomes a score out of 32).

    iii. Add the resulting scores together (to give a grand total out of 46).

cc. We do this because we think that second round interviews provide a better evidence-base. They are longer, involve a practice-group-specific exercise, and take place before practice-group-specific panels. We do not think it would be right to completely disregard first round scores, but weighting them in this way properly reflects their value.

dd. Provided they meet the minimum requisite standard, the top overall scoring candidates for each Practice Group will usually be offered a pupillage, though the Committee retains the ultimate discretion:

   i. To instead ask high scoring but unsuccessful candidates for one Practice Group whether they wish to apply for pupillage in another Practice Group in which other candidates did not score as highly.

   ii. Not to make any offers or reserve offers despite one or more candidates meeting the minimum requisite standard.

ee. We do not reject by silence. When the time comes to make offers of pupillage, Head of Pupillage will phone all second-round interviewees to inform them of the outcome, good or bad. Unsuccessful second round candidates will also be given detailed written feedback.

ff. In the event that three or more top-scoring candidates for the same Practice Group are tied, they will be invited back for a third-round interview involving a short Practice Group-specific advocacy exercise before either:

   i. A completely new panel of three or:

   ii. The original second-round panel plus two.

gg. In the highly unlikely event that three or more top-scoring candidates are still tied after third round interview, the Pupillage Committee will meet and will either agree a fair means of further assessing the candidates, offer them all a pupillage if Chambers is supportive of that approach, or positively discriminate in favour of a candidate from an under-represented group.

hh. Shortly following completion of the process each year, the Pupillage Committee will meet and discuss potential areas for improvement, making any necessary amendments to the process for the following year as soon as possible. This will

include consideration of the anonymised data obtained from our E&D survey in order to identify any apparent trends and remove unfair barriers to entry.

5. Funding of Pupillage

a. Effective for pupillage offers made from May 2027, we offer an award of £60,000 for a twelve-month pupillage (paid monthly in advance in twelve equal instalments) in the form of:
   i. A £30,000 grant for the first six months and;
   ii. Guaranteed earnings of £30,000 for the second six months.

b. During the second six months, pupils will undertake their own paid work and receive receipts. At the end of each month, Chambers will calculate the net value (i.e. excluding VAT) of any receipts received during that month. The value of those receipts will be subject to the" clawback" by Chambers. The "clawback" will take the value of those monthly receipts directly from a pupil's bank account approximately halfway through the following month.

c. Clawback is **not capped in any one month**, but once the net total of receipts received during second six has exceeded £30,000, any fees received beyond that will be yours to keep.

d. Pupils may undertake noting briefs in their first six, to which the clawback process will also be applied.

e. At present, the grant pupils are given during the first six is considered to be a "scholarship" by HMRC for tax purposes, and therefore pupils do not need to pay income tax or National Insurance on it. During the second six, the grant is considered to be earned income, and pupils will be liable for both income tax and National Insurance. It is their responsibility to ensure that the correct amount of tax is paid at the appropriate time. As part of the Practice Management Course, pupils will be given further guidance on these matters.

f. The pupillage award is intended to cover pupils' travel expenses and compulsory courses/education during pupillage, so pupils will not ordinarily be reimbursed for these separately, save for any travel they are required to make outside of a 50 mile

radius from Bristol e.g. London, which they can reclaim by completing a marketing/expense claim form, providing all the required information. Further information relevant to reclaiming expenses can be found in the Expenses Guidance document.

g. The pupillage award is also intended to cover work carried out for other members of chambers during pupillage, and pupils will not be paid separately for any such work unless a particular member of chambers decides to do so in their discretion because the pupil has added particular value.

h. If a pupillage finishes early for whatever reason, funding will also cease at the end of the month when pupillage ceases.

6. The Pupillage Committee and Others

Brittany Pearce is Head of the Pupillage Committee. The rest of the committee currently comprises Rachel Segal, James Adams, Jon Lindfield, Adam Boyle, Nicole Hilton and Jack Harris. They may from time to time call upon other members of Chambers to assist in assessments or other decision-making processes. Brooke Law (Business Support Services Assistant) and Isabelle Mills (Office Manager & PA to the CEO) provide administrative support. Together they are responsible for the smooth running of the pupillage process. The Head of Pupillage reports back to the Management Committee, which retains primary responsibility for the smooth running of Chambers. From time to time during pupillage queries will inevitably arise on numerous issues, large and small. Please do not hesitate to ask your pupil supervisor, the Pupillage Committee, or approach any other member of chambers for assistance.

7. Pupil Supervisors

Pupil Supervisors play a vital role in their pupils' development and for that reason we try and match supervisors and pupils based on the type of practice the pupil wishes to build in future, with an eye on giving our pupils the best possible experience during pupillage. It's a big responsibility and a lot is expected of supervisors. They need to:

i. Read and be familiar with the contents of the Bar Council and BSB's Guidance and Requirements.
ii. Require their pupil to work through any relevant specialist check list.
iii. Ensure that the pupil undertakes the compulsory further education required by the Bar Council.
iv. Encourage the pupil to mix with other tenants.
v. Encourage the pupil to go to court with junior members of chambers, particularly towards the end of the first six months, to gain direct experience of the type of work the pupil will undertake in the second six months.
vi. Keep under constant review the progress of their pupils and encourage improvement in any areas of perceived weakness.
vii. Produce a written report at the end of each quarterly review and ask members to use written feedback forms when pupils do work for them. We also use general and specialist checklists to assess pupil's progress.
viii. Meet with the pupil and a member of the pupillage committee at least once every three months in order to discuss the pupil's progress.
ix. Contribute to the selection process if the pupil applies for a tenancy and should therefore ensure that they have properly monitored the pupil's progress and are in a position to assist voting members as to the qualities of the pupil.
x. Ultimately, decide whether or not the pupil satisfies the threshold requirements that justify the award of a Full Practicing Certificate, and whether or not to support their application of tenancy.

8. Structure of Pupillage

a. On day one pupils will be given an induction, which includes spending some time getting acquainted with Chambers, saying hello to staff and tenants, and getting to know their Pupil Supervisor.
b. Pupils are provided with a hot-desk and a locker in chambers that will be theirs for the whole of pupillage. They are not required to clear their hot-desk at the end of each day like tenants, but should make sure that the desk is clean and tidy. They are

able to use the break-out rooms to use the telephone in a quieter area or discuss matters with members of Chambers.

c. Pupils will be provided with an iPad on loan for the duration of their pupillage. Other than this, Pupils should provide their own computer to work on (a laptop is recommended), but Chambers will provide all software (MS Office, Dropbox, MLC) and electronic legal resources (Westlaw) that they require, as well as printers which also double as scanners.

d. On that day or shortly afterwards, they can expect to go through the requirements in the BSB Professional Statement and any specialist checklists with their supervisor, so that both have a clear idea of the sort of work the pupil will need to see and do over the course of the year. These documents set out the competencies and threshold standards against which the pupil will be measured over the course of the year. The aim is that by the end of the year, pupils will meet or exceed the threshold standards required to get them their Practicing Certificate.

e. Pupils will also be allocated a 'buddy', ordinarily a junior member of their practice group, who is expected to provide them with moral support and focus primarily on their wellbeing. This gives pupils somebody to speak to about issues they may not wish to raise with their Pupil Supervisor.

f. There is a compulsory Advocacy course which pupils must complete before they begin their Second Six. They should take steps at an early stage in First Six to find a course on a convenient date and discuss it with their supervisor, who will give them plenty of time to prepare for and attend the course.

g. Pupils must also pass a compulsory professional ethics examination prior to completing pupillage (i.e. sometime before end of Second Six), for which pupils and supervisors should take the same approach.

h. The BSB also plans to introduce a compulsory negotiation skills course in due course, with a date to be fixed.

i. Pupils can expect to spend the first few months of pupillage with their supervisor, before going on to spend time with other members of chambers in order to broaden

experience of different styles and levels of work. They can expect to be set work, to discuss cases, specific questions of fact and law, litigation tactics and the like.

j. They will also be asked to attend networking events, pupillage fairs, seminars and the like, so that they can start to build relationships with instructing solicitors and represent Chambers as part of the team.

k. Since the purpose of pupillage is to enable pupils to gain the skills and experience to meet the requirements of the Professional Statement, they cannot accept any client instructions in the non-practising period, except for noting briefs with the permission of their pupil supervisor.

l. Throughout pupillage, work will also be set by other members of chambers. Any member of Chambers other than the pupil supervisor who wishes a task to be undertaken by a pupil must first obtain the agreement of the pupil supervisor. Such tasks must be entirely work related and should not include assistance with personal matters – pupils do not make tea or coffee! We recognise that it is difficult for a pupil to refuse a member of Chambers and this is one of the potential problems that you are encouraged to raise in confidence with your pupil supervisor or Head of Pupillage.

m. We are a collegiate set and there may be reasonable exceptions to that rule where (for example) a member of Chambers is at court and needs an authority scanned and emailed to them, but a pupil's own preparation for court must not be unacceptably compromised and they shouldn't be asked to do anything a fellow member of chambers wouldn't be asked to do.

n. Feedback on work completed for any other member of chambers should be given using the standardised feedback form (see Appendix 1) and provided to both pupil and supervisor, though further verbal and written feedback in other forms is acceptable in addition to this form.

o. Towards the end of First Six pupils will ordinarily spend more time with junior members of chambers so that they can see the type of work they are likely to be doing in Second Six.

p. From the start of Second Six priority will then be given to the pupil's own work, but around that work they can still expect to spend time with their supervisor and other

members of chambers, completing written work as before. They can still expect to speak to their supervisor regularly.

q. All of this means that pupils will see a lot of potentially sensitive information in the course of their training, and for that reason we expect our pupils to accept a strict obligation of confidentiality regarding information about all cases with which they are involved either with their pupil supervisor, other members of Chambers or on their own account.

r. Where, by reason of an extended period of absence due to illness or other extenuating circumstance, there is a risk that the pupil will be unable to demonstrate the necessary threshold standards and competencies set out in the Professional Statement prior to the completion of pupillage, their supervisor, Head of Pupillage and Head of Chambers will support them in obtaining any extensions of time required for them to do so, including the option of a Third Six if necessary. For more information see section 11 below.

9. Ongoing Assessment

a. Pupil Supervisors are in charge of monitoring their pupil's performance and pupils should expect regular informal feedback. Pupils need to keep a diary of the work that they do and the competencies they have addressed by reference to the relevant checklists, so that in ongoing and regular reviews with their supervisor any gaps in their experience and knowledge can be identified and addressed. Supervisors will either keep their own record or review and annotate their pupil's record.

b. At least once every three months a formal appraisal will be conducted, which a member of the Pupillage Committee will also attend. Progress will be discussed, any feedback given in the interim - good or bad - will be reviewed, means of improvement will be identified where necessary, and a roadmap for the next period will be identified. Consideration will be given to the monthly reports generated in relation to the distribution of work between pupils, with issues addressed where necessary. Welfare will be discussed and adjustments made where necessary. A part of the meeting will be conducted without the pupil supervisor to allow the pupil to raise any

concerns privately. Where necessary, the Pupillage Committee will recommend changes to the structure of pupillage in order to meet noted concerns. They will do so sensitively and in confidence where necessary.

c. Supervisors will also periodically request feedback from clerks, clients, other barristers who have come across the pupil in court, and judges who the pupil has appeared before.

d. At the expiry of the non-practising six months it will be a matter for the pupil supervisor whether they are prepared to sign off that their pupil has met the threshold requirements set by the BSB.

10. Administrative tasks required in first six

There are a number of courses and forms that pupils will be required to complete before they are allowed formally to start their second six, and in particular, undertake their own work:

a. They must attend and successfully complete the Advocacy Training course. This is a requirement of the Bar Council/BSB. Since Chambers is on the Western Circuit, it participates in the Circuit training rather than courses provided by the Inns. Contact details can be found at www.westerncircuit.org.uk.

b. No more than two weeks before the end of first six pupils must send a certificate of satisfactory completion signed by their Pupil Supervisor to the Bar Standards Board in order to receive their Provisional Qualification Certificate. Pupils will not be able to practise until the BSB confirms that they are entitled to do so (usually promptly and by email). The BSB should contact pupils to explain how to do this. Once they have received a copy of their certificate, they need to provide a copy to the Office Manager. If the pupil has any difficulty obtaining signatures etc, they should not hesitate to contact Head of Pupillage.

c. They may need to register with the Legal Aid Agency in order to obtain an account number which will allow them to undertake and be paid for legal aid work. They should ring the Master Index/Settlement Section to obtain the necessary form. Once

they have an account number, they should pass it on to the clerks so that it can be recorded.

d. They will need to register with the Information Commissioner's Office in order to comply with data protection rules. Their website www.ico.gov.uk explains how to register. Pupils need to register their own name as the Date Controller Name. The Office Manager can explain which sections apply to them once they have the paper application form. The cost for 1 year's registration is approximately £35. Once they have registered, they should provide a copy of their certificate to the Office Manager.
e. They will need to do GDPR training which we will pay for and provide. The Office Manager will assist in completing GDPR documentation once they've completed the course.
f. They will need to register to pay for Class 2 and Class 4 National Insurance contributions because they will be self-employed from the start of second six. They can do this by downloading the correct form from www.hmrc.gov.uk. It is recommended that pupils set up a direct debit for their Class 2 contributions. They can, in theory, be fined for not registering once they are 'on their feet'.
g. Pupils should ensure that they talk with the Practice Manager about registering for VAT in a timely manner. The correct forms are available at www.hmrc.gov.uk. VAT is payable on a quarterly basis, in addition they should confirm that they are set up for Making Tax Digital (MTD).
h. Pupils may wish to undertake the Forensic Accounting Course, which currently must be completed within 3 years of starting pupillage.

11. Working Hours, Holidays and Absence from Work

Pupil Supervisors will explain to pupils when they expect to see them in Chambers – usually between 8am and 6pm on weekdays. They can expect to work weekends and evenings on occasion, and to travel to court and conferences wherever they are in the country. This does not mean they need to (or should) work all hours. Welfare and time off are important. If they find themselves doing so they should raise it with their supervisor and Head of Pupillage, who will make any necessary adjustments to their workload.

Pupils are entitled to 20 days holiday in addition to Bank Holidays during their pupillage and they are actively encouraged to take advantage of that. The only thing we ask is that they split it equally (or nearly equally) between First and Second Six and agree the dates with their Supervisor and clerks as far in advance as possible. We usually recommend taking a bit of a break immediately before Second Six!

In the event that pupils require a leave of absence from training (for example due to illness or other extenuating circumstances), Chambers may in its absolute discretion consider whether it is appropriate to defer or extend the period of pupillage to enable the pupil to complete their training (with the duration of any permitted extension reflecting the period necessary to enable the pupil to demonstrate competence rather than the period of absence); and Chambers will notify the BSB as required.

12. Fair distribution of work

a. During second six, once a month the CEO will produce a report showing the work done by each pupil including a breakdown of fees billed, a brief description of the hearings and paperwork they have done in that month, and any networking or marketing opportunities they have been offered. These reports will identify all work which was unallocated, and record the basis on which that work was allocated to a particular pupil where more than one pupil was available to do that work.
b. Those reports will be provided to the Pupillage Committee and all Pupil Supervisors.
c. On receipt, the members of the Pupillage Committee will acknowledge receipt, confirm that they have reviewed the reports, and either discuss any issues arising by email, request a meeting, or confirm that it is not necessary.
d. Where necessary, Pupil Supervisors and the Pupillage Committee shall raise an issue with the CEO and relevant Senior Clerks and address it.
e. At our routine quarterly review meetings with pupils, supervisors, and a member of the Pupillage Committee:

i. In first six they will include a discussion about the type of work and opportunities the individual pupil and their supervisor wants to focus on in the coming months.
ii. In second six the reports for the previous quarter will be considered and any necessary adjustments for the next quarter will be discussed.

f. Any pupil who feels that they are not getting a fair proportion of work should feel free to discuss the matter with their pupil supervisor, the Head of Pupillage, the CEO, the relevant senior clerk, or Head of Chambers.

13. Reasonable Adjustments

Where pupils require reasonable adjustments in order to remove or reduce substantial disadvantage caused by a disability of any kind, Chambers will provide them and will in no circumstances pass on the cost.

Such adjustments might include:

a. Provision of information in alternative formats.
b. Provision of auxiliary aids (e.g. induction loops).
c. Provision of accessible conference room facilities

Pupils with specific requirements should make a request to their pupil supervisor, the Equality and Diversity Officer(s) or Head of Chambers for reasonable adjustment decisions. All requests will be considered on a case by case basis with the advice and assistance of Chambers' Equality and Diversity Officers. Where it is not possible to make the adjustment requested viable alternatives will be discussed with the pupil.

Head of Chambers is responsible for considering whether or not pupils require assistance during an emergency evacuation and whether or not a personal evacuation plan is required for the individual concerned. If so, the plan will be developed with the individual.

14. Anti-Harassment

Harassment in any form will not be tolerated or condoned. Our policy can be found here.

15.Pupil's Concerns

a. The complaints and grievance policy is set out at section 16 below. It is designed to give pupils an identifiable and structured means of airing any concerns they may have.

b. A pupil supervisor is the primary link between pupils and Chambers, and for this reason the pupil supervisor is listed as the first resort in both the informal and formal stages of the grievance procedure. It is hoped that there will be a good working relationship between pupils and their pupil supervisors and that the vast majority of issues can be resolved between them.

c. This does not mean that pupils should feel bound to deal with any concerns in this way, if there is some reason that they feel unable or unwilling to raise them with their pupil supervisor. It may be, for example, that their concern relates to their supervisor. If so, they can instead speak to Head of Pupillage or Deputy Head of Pupillage, who can be contacted by pupils at any time without raising the matter with their supervisor first. They will treat whatever is communicated to them by pupils in the utmost confidence and deal with this information in a sensitive and appropriate way, to resolve a problem or grievance.

16.Complaints and Grievance Procedure

a. Informal stage:

   i. In the first instance the pupil is encouraged to speak informally to:

      1. their pupil supervisor as a first resort; if not
      2. Head or Deputy Head of Pupillage; or
      3. the Chief Executive; or
      4. the Head of Chambers.

b. Formal stage:

   i. The pupil should:

1. inform the pupil supervisor or if the pupil feels unable to take the matter to the pupil supervisor they should inform:
    a. Head or Deputy Head of Pupillage; or
    b. the Chief Executive; or
    c. the Head of Chambers and;

    whoever is the first person to be informed will take a full note of the exact nature of the complaint.
2. Within ten days of receipt of the complaint Head of Pupillage and Deputy Head of Pupillage will meet for the purpose of considering the grievance and possible resolution. If the Head of Chambers is not aware that a grievance has been raised, they will be notified prior to the meeting, if possible. The Head of Chambers may be involved in the meeting.
3. As soon as possible after the meeting the pupil will be informed of the decision made and any action that it has resolved to take in respect of the grievance. The notification will be made personally and may be confirmed in writing to the pupil. If the pupil requires written notification it will be given.

c. St. John's Chambers undertakes that pupils will not be victimised as a result of a complaint made in good faith either in their treatment as pupils or in any tenancy decision that may be made. Pupil supervisors are willing to provide advice to pupils and provide references but are under no obligation to place, or negotiate a place, for the pupil elsewhere.

d. Pupils' attention is drawn to established support groups available to advise and assist pupils, for example, the Bar Council Equality Advisors, the Association of Women Lawyers, BarNone, the Association of Black Lawyers, the Equal Opportunities Commission, The Commission for Racial Equality and Student Advisors at the four Inns of Court.

e. Chambers is committed to the provision of equality and the creation of diversity within our organisation. It is Chambers' intention that every individual should be accorded equal dignity and respect and be judged on merit and ability alone, free

from judgements or treatment based on prejudice or assumptions of collective characteristics. For further detail, see Chambers' equality and diversity policy.

17.Disciplinary Policy

a. Informal stage

   i. We hope that if concerns are raised about a pupil's behaviour, they can be resolved informally. Concerns may be raised by or with a member of chambers or staff and, unless the matter is serious, they will normally seek to resolve the problem directly with the pupil at an early stage.

   ii. Any matters which are more serious or have not been properly addressed by the pupil should be referred to the Pupillage Committee, who will investigate by interviewing the concerned parties (the pupil, members of staff or practitioners, solicitors, witnesses to any incident, and any aggrieved person).

   iii. When completed, the Pupillage Committee, after consultation with the Pupil Supervisor, must make a decision on whether to implement the formal procedure. A written record of the investigation and the outcome will be kept.

b. Formal stage

   i. If no resolution is found under the informal procedure, or the Pupillage Committee considers that the matter is sufficiently serious, they may move to the formal stage.

   ii. The pupil and the Pupil Supervisor will be notified by the Pupillage Committee that this procedure is being implemented.

   iii. The Pupillage Committee will discuss the matter with the pupil and the Pupil Supervisor and may undertake other investigations.

   iv. If the Pupillage Committee is satisfied that there is a problem, it may seek to resolve it without involving the Management Committee provided that they have the agreement of the pupil to undertake any course of action specified.

   v. A note of all meetings will be made by the Pupillage Committee and kept on file.

   vi. If a pupil is unhappy with the outcome of a matter dealt with in this way, they may appeal in writing to the Management Committee, who will consider the

matter and decide upon the appeal. A written account of the appeal and the decision of the Management Committee will be made and kept on file.

vii. The Management Committee panel will consider the matter afresh and, if satisfied that remedial action is required, may again seek to resolve the matter by agreement. If this proves impossible, the Panel may choose to specify other necessary action.

viii. The Pupillage Committee may refer the matter directly to the Management Committee if it involves a serious breach of professional conduct or Chambers' policies and procedures.

ix. A breach is likely to be considered as "serious" if it has significant repercussions for others in Chambers or the reputation of Chambers. It is also likely to be considered serious if it has resulted in loss, damage or injury to others in or associated with Chambers, or the pupil has failed to undertake the remedial action agreed.

x. A formal investigation will be conducted by a member of the Management Committee. A written record of the investigation will be kept and a report presented to the Management Committee and the pupil.

xi. Following receipt of the report, at least three members of the Management Committee (excluding the member responsible for investigation) will sit as a panel to hear the matter. The panel will consider all the documentation arising from the investigation and will invite the pupil to the hearing. The pupil may be accompanied by a Pupil Supervisor, colleague, or professional representative. The procedure to be adopted at the hearing will be notified in advance.

xii. The panel will decide on an appropriate penalty or course of action. Options include:

1. seeking a formal apology
2. an oral or a written warning (it must be made clear what action will follow if the warning is not heeded)
3. requiring the pupil to take specified steps to resolve the matter or face a specific penalty

4. extending the period of pupillage
5. making a recommendation to Chambers to terminate pupillage

xiii. Notification of the disciplinary decision will be communicated in writing.

c. Appeals

i. If a pupil wishes to appeal against a disciplinary decision, they must do so in writing to the Pupillage Committee within five days of being notified of the outcome of the disciplinary hearing.

ii. A panel comprised of not less than three and not more than five members of Chambers will be appointed by the Management Committee to hear the appeal within a reasonable period.

iii. No-one on the panel will have been involved in the disciplinary hearing. The procedure will be notified in advance and the pupil may be accompanied by Pupil Supervisor, a colleague, or a professional representative.

iv. At the appeal, any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision of the appeal panel will be final and will be notified in writing.

18.Applications for Tenancy at the Conclusion of Pupillage

a. No applicant for a pupillage or pupil should assume that a tenancy will be available at the expiry of the pupillage. That said, we recruit our pupils based on business needs identified in advance, so pupils that come up to standard and comply with their professional obligations can usually expect to be offered a tenancy.

b. No later than six weeks before the expiry of pupillage pupils should consult with their pupil supervisor to establish if they have their support in the making of an application for tenancy.

c. If so, their pupil supervisor will then collate feedback, written reports, written comments from clerks and others, and put forward a proposal to the Practice Group, who will discuss the application and make a recommendation to Chambers as to whether or not to offer the pupil a tenancy. If a consensus is not apparent from informal discussions then a meeting of the relevant department may be required.

d. Usually, all Practice Group meetings will take place in the middle two weeks of the penultimate month of second-six. For example, for pupils starting in October all Practice Group meetings will take place in final two weeks of August. This is to ensure that Practice Groups make a decision based on a strong body of evidence, and that no pupil finds out their Practice Group's interim decision well before (or after) their co-pupils.

e. If all Practice Groups indicate that their pupil's(s') applications are strongly supported, then decisions may be made earlier than indicated at 18(d), above, but no sooner than the third quarterly review. In such instances:

   i. The Practice Group will make a confidential decision and will communicate it to the Head of Pupillage but will not inform the pupil of the outcome.

   ii. Once the Head of Pupillage is in receipt of the decisions from all Practice Groups:

      1. If they all support the respective applications for tenancy, the Head of Pupillage will inform the respective pupil supervisors that their pupils can be informed of the result.

      2. If one or more practice groups does not, or does not yet, support an application, the Head of Pupillage will inform all pupil supervisors not to inform their pupils of the outcome of the decision, and the process will revert to (d).

f. The rationale for the alternative process (at 18(e)) is that if all pupils are strongly supported then it is appropriate for a decision to be made early. However, as per 18(d), it remains the case that no pupil should find out their Practice Group's decision well before (or after) their co-pupils.

g. In considering and discussing the application, members should review the pupil's progress against evidence-based and measurable criteria, in particular those set out in the BSB's Professional Statement.

h. If the pupil supervisor and/or relevant department is not yet able to support an application for tenancy, it may be possible to agree that the pupillage should be extended, by up to six months in the first instance. However, pupillage cannot be

extended without the agreement of the Pupillage Committee and the Head of Chambers.

i. If such an extension is agreed it will be reviewed by the pupil supervisor in conjunction with the Pupillage Committee and Head of Chambers at the end of an agreed period (no longer than six months) and may be further extended by up to six months. If a further extension is not agreed the pupillage will terminate forthwith. Pupils who are invited to remain in Chambers beyond the expiry of their 12 months' pupillage in any capacity will be required to make a contribution to Chambers expenses and will receive no further funding from Chambers, unless alternative arrangements are made on an individual basis.

j. If the pupil supervisor and members of the relevant department do support an application for tenancy, the pupil supervisor will invite the pupil to submit a written application to the Head of Chambers, who will place the application on the agenda for the next Chambers' meeting and will seek proxy votes from those members who will not be attending the meeting.

k. The Chambers Meeting will take place after the Practice Group meetings and in any event no later than two working weeks before the end of second six.

l. At that meeting members of chambers will vote on whether or not to offer the pupil a tenancy, applying the same criteria. In order to achieve an offer of tenancy at least 75% of the members of Chambers must be in agreement. Such decision will be communicated to the pupil not less than five working days before the end of their pupillage by Head of Chambers or their nominee.

m. If Chambers in meeting rejects the application for tenancy the reasons will be communicated to the pupil by the pupil supervisor and appropriate advice given. An extension of pupillage may be proposed by Chambers in meeting. Alternatively, Chambers may offer tenants the option to squat. The pupil may be required to leave Chambers forthwith at the expiry of 12 months' pupillage.

n. Nothing in the preceding paragraphs should be taken as a prohibition upon a pupil applying for tenancy at the expiry of the 12 months' pupillage.

o. Where they are not offered a tenancy, pupils will be supported in their further progress by their supervisor, Head of Pupillage and Head of Chambers. This may include the provision of a reference, helping them obtain a place in another chambers, or an offer to remain in chambers while they make alternative arrangements.

19.Chambers Contributions (Rent)

a. Pupils do not pay contributions to Chambers.
b. Squatters will pay a contribution in respect of their receipts on a monthly basis, in arrears.
c. Squatters or tenants who leave Chambers will be required to pay an administrative charge for the collection of their fees, if they elect to leave their debt in Chambers. Each request to manage debt for those who leave will be assessed on an individual basis by the Head of Chambers.
d. For a period of three months new tenants do not pay any contributions. In the usual course of events, where pupillage ends at the end of September and tenancy commences at the start of October, they will not pay rent until January of the following year (October, November, and December being free from rent collection).
e. Thereafter junior tenants' contributions are calculated in line with the junior rent scheme.
f. Contributions are reviewed at least once per year and from time to time, levies will be raised in exceptional circumstances.

Appendix 1:

PUPILLAGE FEEDBACK FORM

Work undertaken for barrister who is not the pupil supervisor

- Pupils are only to do work for members of Chambers with the agreement of their Pupil Supervisor

- Work is done on the following conditions:

    1. the piece of work is useful for the pupil's learning and development;
    2. the work is reviewed and feedback provided to the pupil within no more than seven days of the work being completed;
    3. this form is completed and sent to the Pupil Supervisor no more than seven days after the work has been completed.

- Assessments are out of 5:

    1 = very poor
    2= below expectations for this stage of pupillage
    3 = acceptable for this stage of pupillage
    4 = standard is above what you would expect for this stage of pupillage
    5 = junior tenant standard

Pupil	
Pupil Supervisor(s)	
Barrister	
Date set	
Area of law	
Type of work	

Date completed	
Assessment:	
(1) Legal analysis	
(2) Written advocacy / persuasiveness	
(3) Procedural / tactical analysis	
(4) Presentation	
Comments/feedback	