

TEMPLE COURT CHAMBERS
CLOSURE PROCEDURES GUIDANCE AND PLAN
(as amended on 1st July 2022)

Introduction

TCC believes that an effective closure plan should be in place to counter a possible closure scenario.

The Head of Chambers shall be the first port of call in the event of closure and shall be responsible for the efficient closure of chambers.

Although at the date of closure the Head of Chambers shall cease to exist, his responsibilities shall continue following closure as a point of contact.

Accountants

The Head of Chambers must instruct the accountants to bring all accounts up to date and to submit to the Head of Chambers within a period of time as instructed.

Thereafter the services of the accountants should be determinate

Notification to all persons and organisations

All persons and organisations who provided services to chambers must be informed of the closure date by the Head of Chambers promptly.

Outstanding Bills

MR CHARLES MANNAN must ensure that all bills are settled by the closure date or at subsequent dates if agreed with creditors. A full inventory of all outstanding bills should be made by MR CHARLES MANNAN on the date of closure.

Servers/Emails

MR MANNAN should instruct whichever company is in place, to shut down the diary case management system and to only grant future access to the Head of Chambers.

Signposting

TCC's website should direct members of the public to the 'Barrister's Register as this will enable clients to find where their Barristers have moved. In addition an emergency contact number and email address should be provided, which should be that of MR MANNAN at the time of closure. The website should clearly set out the date of closure and who should be contacted in the event of further queries.

Responsibilities of Individual Members

All individual members must ensure that their lay and professional clients are informed promptly of the date of closure of chambers and whether they or alternative barristers shall be responsible for the future conduct of their cases. All papers received from solicitors must be returned to solicitors unless instructed to retain them and all papers received from direct access clients must be returned unless instructed to retain them.

All records must be kept for a period of 6 years.

Pupillages

The Head of Chambers must ensure that all pupils are notified promptly and alternative arrangements are made for the continuity of their pupillages.

Ongoing Complaints

In all such cases the Head of Chambers must notify each complainant of the date of closure and what next steps will be taken in respect of the complaint.

Files Within Chambers

All files within chambers must be stored securely for a period of 6 years from the date of closure and thereafter destroyed.

BSB Notification

The BSB Supervision Team must be notified at the earliest possible opportunity by the Head of Chambers of any proposed closure and to seek advice.

Conclusion

The Head of Chambers shall annually review this closure plan and issue any guidance and make any amendments as are necessary if the list above is not exhaustive.