

TEMPLE COURT CHAMBERS

Chambers Pupillage Policy Document 2023 **(updated on 1st September 2022)**

1. Introduction

1.1 Temple Court Chambers places considerable importance and value on the recruitment and training of future barristers. The Bar is dependant on Chambers and its Pupil Supervisors providing quality training and education to pupils and on ensuring that recruitment and selection procedures ensure that individuals are not only selected on a fair basis taking account of equal opportunities policies, but that training too is fair and adheres to equal opportunities policies. Temple Court Chambers shall endeavour to uphold the ethos of the bar council in the recruitment, selection and training of pupils.

1.2 This document shall set out in full, the policy that shall be followed and adhered to at all times without exception.

1.3 All Pupils are required to consider in full and will be provided with the following documents – Chambers Constitution, Equality and Diversity Policy, Fair Allocation of Work Policy, Flexible Working Policy, Parental Leave Policy, Grievance Procedures, Disciplinary Procedures and Information Management Policy. Cumulatively, these documents are regarded as central to the conduct of pupillage.

2. Description of Chambers

2.1 Temple Court Chambers, as of the date of this document, consists of 7 members. Two of our members are pupil supervisors.

2.2 Members of chambers are involved in civil matters primarily, ranging from contract, employment, landlord and tenant, personal injury, family, housing and immigration and asylum law.

3. Equality and Diversity Policy

3.1 Temple Court Chambers operates an equal opportunities policy in its selection of pupils. All applicants shall be judged on merit alone. No applicant shall be judged on the basis of race, religion, colour, ethnic origin, sex, sexual orientation, marital status, disability or political persuasion.

3.2 In compliance with the Equality Code for the Bar, all applicants will only be accepted if they have gone through Chambers' normal selection procedure.

4. The Chambers Pupillage Panel

4.1 The panel shall consist of two members of chambers.

4.2 The panel shall meet at least twice a year.

4.3 The administration of the panel shall be carried out by the Chair of the Chambers Pupillage Panel. All Panel members are expected to be familiar with the policy documents of chambers as well as the contents of this policy document.

5. Number of Pupillages Offered/Awards

5.1 There will be one award of twelve months pupillage, for 2024/25, which shall be for the minimum as deemed by the Bar Council. There shall be no more than two pupillages per year for the first five years, commencing in the year 2024/25.

5.2 Chambers shall offer third six pupillages.

5.3 Chambers shall pay the pupil monthly in arrears for the duration of the twelve-month pupillage. Such payment shall be made by way of bank transfer.

5.4 In addition to the standard award, Chambers shall pay for all compulsory courses during the twelve-month period.

5.5 All Pupils shall pay Chambers commission at the rate of 10% of the fees received during the second six months, promptly, within one month of the invoice billed to them by chambers. No rent shall be payable during this period.

5.6 In addition to the Chambers award, the Pupil shall be entitled to travel expenses incurred during the course of pupillage, including travel to and from home.

5.7 Chambers shall operate a family friendly policy and in the case of Pupils, this shall include a contribution equal to 25% of any childcare costs involved and time-off for any emergencies and unforeseeable events involving any child or children of the pupil. Chambers shall ensure wherever possible, assistance to the Pupil where a child is involved. Any such time off, shall be deemed to be outside of the twelve month pupillage period.

5.8 All Pupils will be able to make use of Chambers policy in relation to flexible working and parental leave.

6. Form of Application

6.1 Chambers shall advertise on the relevant website

6.2 All applicants must complete a standard application form.

7. Selection Procedure

7.1 The Full Pupillage Panel must meet formally, on the seventh working day following the close of receipt of pupillage applications to confirm the procedures to be followed and the number of applications received only. The Panel then shall select at least five from the total number of applicants to call for a first interview. Each panel member shall give a score between 1 and 5 (with 5 being the highest), in respect of each of the following criterion, for each application received:

Academic ability

Experience outside the Bar

Advocacy skills

Motivation

Written skills

Suitability to tenancy

7.2 Each of the 5 applicants shall be called to a First Interview by the Pupillage Panel and shall be asked standard questions as determined by the panel. Each answer shall be recorded and be given a score between 1 and 5, (with 5 being the highest). The panel then shall shortlist the three with the highest scores and shall invite them for a final interview.

7.3 At the Second and final interview, each applicant shall be given a written task (the papers for which shall be emailed 7 days before the interview so that the candidate has the papers to hand at least 3 days before the interview) and shall be asked questions on the task at the interview, to be determined by the Panel and given a score between 1 and 5 (with 5 being the highest).

7.4 The Full Panel shall then select the candidate with the highest score at the end of the second round. Where there is a tie, the Panel shall call all candidates involved, to a further interview at which a final determination shall be made.

7.5 All offers shall be in writing containing the details of the award. The offer shall remain open for a period of 14 days. Where an offer is accepted, the Panel shall determine the start date. In the event that an offer is not accepted, the Panel shall offer the pupillage to the person who came second. If the further offer is not accepted, the panel must re-advertise the vacancy.

7.6 All applicants including those shortlisted are provided with a short feedback.

8 Complaints

8.1 In the event that an applicant, whether or not is invited for an interview, is dissatisfied with his or her treatment, he or she will be invited to set out the complaint in writing to the Head of Chambers, within 14 days of the notification to the Chambers of a complaint. The Head of Chambers shall consider the complaint with one other member of Chambers, and shall take any action deemed necessary for the resolution of the complaint. This avenue shall be in addition to any provided by the Bar Council.

9. Mini Pupillage

9.1 Chambers currently offers no mini-pupillages.

10. Roles and Duties of Pupils

10.1 All Pupils shall be subject to an induction session on commencement, by Chambers Clerk, lasting five days.

10.2 Thereafter, all Pupils shall be assigned to a Pupil Master, and are expected to familiarise themselves with his or her practice.

10.3 The Pupil must ensure that the Bar Council is notified and that any compulsory matters required to be completed during the first six months are duly completed. In addition, the Pupil must ensure that they apply for a Provisional Practising Certificate before the end of the first six months pupillage and a Full Practising Certificate/Confirmation of Full Qualification Letter, before the end of the second six months pupillage. The Pupil will be reminded at the beginning of the last month of each period, by email and if assistance is required, shall approach the nominated Pupil Supervisor and/or any other member of Chambers for any assistance.

10.4 A Pupil is expected to maintain the confidentiality of every client's affairs. During the second six months pupillage, a Pupil is expected to register under the relevant data protection legislation and must familiarise himself/herself with Chambers Information Management Policy.

10.5 A Pupil is expected to work between 9am to 5pm. Pupils are not expected to work outside these hours, although it may be necessary from time to time dependent on the Pupil Supervisors professional commitments.

10.6 Pupils are expected to carry out work relevant to their training and as set out by the Pupil Supervisor, including attempts at opinions and pleadings, legal research, shadowing the Pupil Supervisor during conferences and court hearings.

10.7 Pupils shall sit in the Pupil Supervisor's room, save in exceptional circumstances.

10.8 All training provided during the course of pupillage must be in line with BSB and Bar Council guidance and Chambers shall ensure that such training is provided flexibly and in line with chambers flexible working policy. At the core of training will be the Professional Statement for Barristers. Chambers encourages part-time pupillages and the greatest flexibility in the structure and timetable of pupillages.

11. Roles and Duties of Pupil Supervisors

11.1 As set out in the Code of Conduct. Pupil Supervisors are required to be familiar and mindful of Chambers various policies including those pertaining to equality and diversity as well the need for fairness in the application of the procedures for recruitment set out within this document.

11.2 Pupil Supervisors shall ensure that written and other work is done for members of Chambers and that such other work is discussed with the Pupil. All such other members, must at the end of the first six months, provide a report to the Pupil Supervisor.

11.3 Pupil Supervisors shall at the end of each week or month discuss with the Pupil informally the progress and any areas of concern identified and the assistance available. These shall be informal discussions, which shall consider the progress of the pupillage.

11.4 At the end of each six-month period, Pupil Supervisors must compile a report on the pupillage. The Pupil Supervisor shall also give the Pupil an assessment of progress. All such reports and assessments shall be in compliance with the Professional Statement.

11.5 In the event that a Pupil Supervisor is unavailable, the pupil shall accompany the alternative pupil supervisor and/or the next most senior member of Chambers.

12. General

12.1 This Pupillage Policy document must be read in line with any documentation from the Bar Council and the Code of Conduct. All Pupils will be provided with a written agreement at the start of pupillage which sets out effectively their terms and conditions of

pupillage. All Pupils must at least one month prior to the start of their second six pupillage ensure that they have applied for a provisional practicing certificate. Pupils are reminded that without such a certificate they will not be entitled to practice whatsoever. In addition, all Pupils must at least one month prior to the completion of their second six pupillage, ensure that they have applied for their final practicing certificate, without which they will not be entitled to practice or be offered a tenancy.

12.2 Prior to the commencement of pupillage, the pupil will be provided with a pre-induction meeting, in respect of pupillage requirements and chambers policies. At this meeting, the pupil will be taken through the competences set out in the Professional Statement for Barristers. This document will be considered throughout the pupillage and will be the subject of the final assessment of the pupil. In considering and addressing chambers policies at this meeting, the pupil will be informed that in light of the Flexible Working Policy, the pupil is entitled to make a flexible working request by email, at any stage during the pupillage.

12.3 On commencement of pupillage, the pupil will have access to all members of chambers at all times, chambers premises and a desk allocated to the Pupil for the duration of the pupillage, which will be in a room with the pupil supervisor and/or other members of chambers, as well as, online library facilities in the relevant practice areas. Chambers will also ensure that pupils are provided with a laptop and the necessary security software. During the first week, all pupils will go through a detailed induction procedure during which the pupil will be asked to set out either verbally or in writing, any personal circumstances which they feel chambers should deal with, including for example, any reasonable adjustments, religious practices, childcare needs and so on, in recognition of the Equality Act 2010. A meeting will be convened with a member of chambers thereafter to ensure that all areas highlighted are addressed and a plan set in place to manage it during the duration of the pupillage.

12.4 Training – will follow the Professional Statement as well as relevant competences in the practice area identified during pupillage. At the outset a training programme will be established to include the Professional statement, including drafting and shadowing members during the first six months. Pupils will be encouraged during this time to familiarise themselves with library and online library facilities. All Pupils will be encouraged to actively participate in the work of pupil supervisors and other members of chambers. Pupils will be provided with regular work during the second six months in the relevant practice area. Pupils will be encouraged to attend training programmes and to watch online videos to familiarise themselves with the Bar and its work.

12.5 Assessment/Feedback – Pupils will receive feedback on all work completed as well as cases conducted during the second six months. Regular weekly and/or monthly meetings will be held with the Pupil supervisor to ensure that feedback is not only

provided but acted upon. Feedback will incorporate that obtained from other members. Feedback will be provided on all written work and during the second six months the pupil supervisor will sit in on random cases conducted in court. Pupils will be asked to keep a reflective journal to discuss matters with the pupil supervisor.

12.6 Credential checks will be carried out at the outset of all pupils and members with the BSB and other organizations if necessary, to include but not limited to – any disciplinary action, qualifications obtained, that academic and vocational training components have been satisfactorily completed within 5 years, that a pupil is a member of an Inn, has been called to the Bar, has received any waivers granted by the BSB and where relevant, immigration visas have been obtained.

12.7 Grievance and Discipline – See relevant policy documents for procedures in place.

Procedure in the Event of a Pupil not being signed off – The Pupil must raise a formal complaint in accordance with Chambers Grievance Procedure.

12.8 Reflective Journals – All Pupils are required to keep reflective journals as part of their pupillage experience. It should record their thoughts and feelings in relation to pupillage, areas they have concerns about, progress through the Professional Statement and improvements they would make to the pupillage process as a whole.

12.9 Chambers recognises that pupils may need to have part-time pupillages, or that pupils may need to work from home from time to time, and that pupils have childcare needs. As such pupils have the right to utilise the flexible working policy.

13. Second Six Pupillage

13.1 Work shall be given to pupils subject to the relevant Pupil Supervisors opinions and in accordance with the Fair Allocation Policy.

14. Complaints/Grievances

14.1 All complaints (other than complaints about the Pupil Supervisor), shall in the first instance be raised with the Pupil Supervisor and may be so raised either verbally or in writing. The Pupil Supervisor must take appropriate action.

14.2 Where the Pupil continues to feel aggrieved, the matter shall be raised with Head of Chambers, who shall fully investigate, the complaint and reply in writing to the Pupil within 14 days. The decision of the Head of Chambers shall be final.

14.3 Where the matter remains unresolved, the Pupil may take any other available course.

14.4 This procedure shall be in addition to any procedure set out in the Grievance Procedures.

15. Tenancy

15.1 All Pupils shall be offered a tenancy automatically (without the need for a formal application), at the end of the pupillage period, subject to assessment by the Head of Chambers of the suitability of the Pupil. Comments shall be taken from the Pupil Supervisor and/or alternative pupil supervisor if one has been required, and other members of Chambers. The criteria that shall be applied shall be consideration of the fulfilment of the Professional Statement for Barristers including the matters set out at paragraph 10 above. The process shall be completed within final 2 weeks of the pupillage. The only exception shall be where the pupil has significantly underperformed and deemed to have so, by the Pupil Supervisor.