

## PUPILLAGE POLICY AND GUIDANCE

### **1. Number of pupils**

The number of pupillages to be offered is decided by Chambers meeting on an annual basis. For some years the number has been 2 and is likely to remain so for the foreseeable future. Selection is carried out by a pupillage committee. The pupillage committee reports to Chambers Annual Meeting each year. The composition of the pupillage committee and this policy document are reviewed each year by resolution of the Chambers Annual Meeting.

### **2. Finance**

Chambers offers any pupil a guaranteed income of £20,000 over the course of the pupillage year. This is paid monthly by equal instalments in advance. In the second six months of pupillage any income received by pupils is deducted from the monthly amount paid to each pupil to guarantee an income of at least £1,666.67 in any month.

In view of the above Chambers has applied for exemption from the requirement to pay travelling expenses of pupils. Off-circuit expenses will

in any event be reimbursed by Chambers upon production of the relevant receipt.

### **3. Procedures For Selection**

Chambers aims to select the most suitable candidates in its recruitment procedures and does not discriminate on the grounds of age, ethnic origin, marital status, sexual orientation, political affiliation, religion or disability.

The pupillage committee consists of a chairman, the head of each department within Chambers or his/her nominee and at least one other member of each department. The Head of Chambers is invited to attend interviews.

Pupillage vacancies are advertised in the Bar Council's Chambers Pupillage and Awards booklet. Since 2002 Chambers have recruited pupils following the completion of an application form. Exceptional applications from mature entrants to the profession, particularly those with relevant experience, are considered by (a) the relevant Head of Department and (b) the pupillage committee as a whole.

Initial consideration of applications is by as many of the committee as is reasonably practicable. A list of candidates is invited to attend for a first interview. Selection for interview is on the basis of academic achievement, employment history where appropriate and the quality of answers given to questions in the application form.

Subject to the standard of applications it is the policy of Chambers to offer a first interview to as many as twenty-five candidates so as to ensure that eventual selection does not depend too heavily on academic record.

First interviews are conducted by panels of two or three members of the pupillage committee. The interviews are typically of about 25 minutes duration, and are intended to identify the articulate and those with good inter-personal skills.

Following first interviews a short list is made and candidates are invited back to Chambers for two days. This period is spent undertaking practical and written exercises, and attending at least one further interview. Travel and accommodation expenses are paid to candidates attending for a second interview.

#### **4. Role And Duties Of Pupils In Chambers**

All pupils are expected to regard pupillage as an opportunity to learn. They should be prompt, appropriately dressed and courteous. Pupils are expected to attend Court or work in Chambers with their pupil supervisor or such other member of Chambers as may be arranged. It is the responsibility of the pupil at the end of each day to ensure they have made adequate arrangements for the following day. When not in Court, pupils should endeavour to attend Chambers between 9.00am and 5.30pm. Holidays should be arranged by liaison with the clerks and pupil supervisor.

Whilst there are no special duties imposed upon pupils it is hoped that when interviews are undertaken (usually in July) to select the following year's pupils that the current pupils will be available to assist.

#### **5. Content Of Pupillage**

Pupillage will start on a date to be fixed by agreement between the pupil supervisor and the pupil. In the first 3 months of pupillage a significant time will be spent with the pupil supervisor. Thereafter, it is expected that time will be spent with different members of Chambers, whilst under the overall supervision of the pupil supervisor. Our aim is to enable pupils to gain experience of different types of work, particularly those that will be of

relevance in the early years of practice. Pupillage checklists will be used to ensure appropriate areas are covered. Some time will be spent in Chambers with a senior civil practitioner engaged upon paperwork.

Pupillage is regarded as part of the educational process. In the second six months of pupillage there is ample opportunity for pupils to take work but it is thought unwise for pupils to be engaged in their own Court work for more than 3 days per week. Fees received during pupillage are not subject to any deductions for Chambers rent or similar expenses. In the event that there is more than one pupil in Chambers work will be allocated by clerks to ensure a fair and equal division of work between pupils.

## **6. Review Of Pupillage**

Each pupil supervisor will complete a review document covering the whole of the pupillage period. Periodic reviews take place, usually at not more than 3 monthly intervals. The pupil supervisor may seek the view of the Heads of Department as part of any review. The pupil will be consulted and advised in respect of any issues arising from the review. During the second six months of pupillage any review shall incorporate the views of the clerks.

It is the duty of pupil supervisors to ensure the fair allocation of work amongst pupils and any review shall reflect the steps taken to ensure this.

**7. Policy And Procedures For The Recruitment Of Tenants**

Application for tenancy following pupillage should be made in writing to the Head of Chambers not less than 21 days before the end of pupillage. Recruitment will depend upon performance during pupillage and the availability of work. Selection is made by the Head of Chambers following a ballot of all members and consultation with Heads of Departments and the clerks. Every effort is made to ensure that decisions upon applications for tenancy are made and communicated before the end of pupillage.

**8. Policy And Procedures In Relation To Pupils Not Taken On As Tenants**

Assistance will be given to any pupil not taken on by Chambers. His/her pupil supervisor will offer advice and if appropriate make contact with other members of the profession. It is not the policy of Chambers to offer 3<sup>rd</sup> six months of pupillage.

**9. Grievance Procedures**

In the event of any grievance arising the pupil should discuss matters with his/her pupil supervisor or the Chairman of the Pupillage Committee.

Following this, if necessary, any grievance should be raised in writing and in confidence with the Head of Chambers. If the complaint relates to the conduct of the pupil supervisor then it should be addressed directly to the Head of Chambers. If the complaint relates to the conduct of the Head of Chambers then it should be made to the Deputy Head of Chambers or the Circuit Pupillage Officer. In the event that matters arise in relation to the conduct of the pupil, these should be addressed in writing to the pupil supervisor.

In addition to the provisions set out above a pupil may at any time utilise the grievance procedures set out in the Chambers Equal Opportunities policy.

Policy revised: 22.10.00; 27.03.02; 24.09.03; 11.03.04; 16.05.05; 21.09.06; 20.09.07; 23.06.08.

## **APPENDIX A**

### **SUGGESTED FORM OF PERIODIC REVIEW OF PUPILLAGE**

**Date pupillage commenced:**

**Policy Document and checklists handed to pupil:**

**Reviews scheduled**

**1:**

**2:**

**3:**

**1<sup>st</sup> Review**

**Description of work covered:**

**Performance:**

**Areas for improvement:**

**Pupil's comments:**

## **2<sup>nd</sup> Review**

**Description of work covered:**

**Performance:**

**Areas for improvement:**

**Steps taken to ensure fair allocation of work in next 3 months:**

**Pupil's comments:**

## **3<sup>rd</sup> Review**

**Description of work covered:**

**Performance:**

**Areas for improvement:**

**Steps taken to ensure fair allocation of work in next 3 months:**

**Pupil's comments:**

**Application for tenancy made:**

**Consideration of application by:**

**Pupil Supervisor:**

**Heads of Department:**

**Crime**

**Family**

**Civil**

**Clerks:**

**Chambers Meeting necessary?**

**Tenancy offered: Yes/No**

**If refused, give reason:**

**If refused, state assistance to be given to pupil over next 3 months:**