

**STAPLE INN CHAMBERS**  
**PUPILLAGE & TENANCY SELECTION POLICY**

**POLICY FOR SELECTION OF PUPILS**

1. Staple Inn Chambers ("S.I.C.") shall each year at the AGM determine the number and type of pupillages to be offered during the next pupillage year. The need for any third six pupils will be considered both at the AGM and on a rolling basis with consideration to the volume of work that chambers currently has in any specific practice area
2. All twelve month pupillages are funded in line with the Bar Council funding requirements save where a funding exemption is given by the Bar Standards Board
3. The Membership and Pupillage Committee, in line with the selection criteria set out below, will undertake decisions as to the selection of the candidates for interview. The Membership and Pupillage Committee shall consist of the Membership and Pupillage Secretary and any two other members of Chambers (whether or not they also hold other office) for the purpose of assisting the Membership and Pupillage Secretary in the carrying out of her/his functions. Chambers shall appoint a senior practitioner who has undergone the requisite pupil supervisor training as Director of Pupil Training; the Director of Pupil Training shall hold overall responsibility for pupillage. The current Director of Pupil Training is named at Schedule One of this document.
4. The maximum number of pupils at any one given time taken on by Chambers will be six. However this is not fixed and may be subject to enquiring as to the number of pupils required within Chambers.

**Procedure and Criteria:**

5. All vacancies for Pupillage will be advertised on the Pupillage Gateway website (or such

other site as the Bar Standard Board determines) and applications should take the format of CV and covering letter. All applications for Pupillage at SIC must be made in writing and sent by email to the Head of the Membership and Pupillage Committee. Those who may require a reasonable adjustment as to the method of submission of their application may be granted an exemption to this general rule upon application to the Membership and Pupillage Secretary in line with paragraph 15 of this policy. Any such application will be considered by the Membership and Pupillage Secretary and is within their ultimate discretion.

6. Candidates will be selected and interviewed in accordance with the timetable as stated on any given advertisement to be set by the Management Board of SIC.
7. Applications are first considered on paper and a shortlist of candidates for interview is then drawn up, this will involve random double marking of a selection of applications and double marking of all candidates who are shortlisted. Consideration of such paper applications is undertaken by the Pupillage Committee, which at present comprises 4 members of chambers. Those candidates with the highest overall scores will be invited to interview with the cut off score to be determined at the absolute discretion of the Membership and Pupillage Secretary. Following a first interview, it may be necessary for a second interview to be held. All applicants will be informed whether or not they have been successful in securing an interview. Due to chambers resources it is not possible for feedback to be provided to applicants who have not progressed to interview.
8. The criteria for selection of candidates for interview and offer of a pupillage at SIC is to be graded on a 1 to 10 points system, 1 being the lowest, for each of the following criteria:
  - a. *Intellectual ability* (presenting as logical, demonstrating an ability to construct clear arguments, to absorb information quickly, to analyse, to keep track of multiple arguments, to seek information, and to keep up to date,). E.g. Degree/awards/other qualifications/success in other careers. Those with lower grade degrees should be able to demonstrate academic excellence at post-graduate level, including the BPTC.
  - b. *Relationships/Suitability for a Career at the Bar* (demonstrating the ability to get on with

wide range of people, to deploy tact, courtesy and diplomacy, to negotiate, to adapt to an audience, to gain trust, and to empathise) e.g. Non-academic achievements/positions of responsibility/mini-pupillages/FRU etc

- c. *Temperament* (the ability to work long hours, to meet deadlines, to work fast with complex materials, to remain calm under pressure, to think quickly on your feet, to act with integrity and adapt to changing circumstances) e.g. Non-academic experience/positions of responsibility/mooting et
- d. *Motivation* (drive and determination, commitment to the bar and in particular Chambers' practice areas) e.g. mini-pupillages; work either paid or unpaid in the law; career change motivated by a desire to pursue a career at the bar.
- e. *Self presentation/impact*

## **INTERVIEWS**

- 9. The Membership and Pupillage Secretary shall be responsible for processing applications for pupillage and overseeing the selection process. S/He is responsible for arranging interviews and interview panels, notifying candidate and managing the short-listing process. In addition, the Membership and Pupillage Secretary is responsible for matching pupils with suitable supervisors and arranging start dates. The Membership and Pupillage Secretary is also responsible for liaising with the Bar Council and Bar Standards Board and any other relevant body such as the Pupillage Gateway.
- 10. The Membership and Pupillage Secretary will be reasonably available for information, consultation and support to pupils and if requested, can raise matters with the management board, clerking team and other members on behalf of pupils.
- 11. A shortlist of candidates selected using the above criteria will be invited for interview with SIC. At least one member of the Membership and Pupillage Committee must be in attendance at all interviews. Where possible interview panels will include members from different practices areas within Chambers and the same interview panel will sit on all interviews. Any member of Chambers may attend and participate in the interview process provided they familiarise themselves with the SIC policy for selection and interview of

candidates for pupillage. Pupil Supervisors are encouraged to attend all interviews if possible. Those attending interview must be compliant with the Bar Council's Fair Recruitment Policy, and familiar with Chambers Equality and Diversity Policy and conduct all matters relating to recruitment with regard to the same.

12. Decisions as to the offer of pupillage shall be made by members at full chambers meeting, or a vote which may be conducted via email. The Membership and Pupillage Committee shall, at the end of the interview process, meet and decide which candidates to recommend to the chambers for an offer of pupillage.
13. All offers shall be made in writing and shall contain the start date of pupillage, details of supervision, details of the financial award to be made to the pupil and such other information as the Bar Standards Board may require from time to time. At the commencement of pupillage, all candidates will be required to sign a copy of this policy confirming that they have read and understand the same and will conduct themselves during their pupillage in accordance with its terms. For the avoidance of doubt, the signing of this document by the pupil will also include the acceptance of the Grievance Procedure and Disciplinary Procedure relating to pupils, which shall be made available to the pupil prior to commencement of their pupillage.
14. Chambers does not usually contribute to funding travel for attendance at interview (or for undertaking a mini-pupillage) however, should an applicant wish the same to be considered, they are invited to make an application to the Membership and Pupillage Secretary for consideration by Chambers Management Board on the grounds of hardship.
15. Any request for reasonable adjustments should be made, in the first instance, to the Membership and Pupillage Secretary.

### **MONITORING**

16. Pupils and mini-pupils are requested to complete Chambers Equality and Diversity Monitoring form by accessing the same from Chambers website and sending it together

with any application marked for the attention of the DDO. They are not obliged to complete the same and the information is not accessed as a part of any application.

### **THE PATTERN OF PUPILLAGE**

17. The duties and expectations set out in this policy are not exhaustive and both pupils and pupil supervisors are referred to the Bar Standards Board Pupillage Handbook for further guidance. Both pupils and pupil supervisors are expected by chambers to aspire to meeting good practice as set out therein.
18. All twelve month pupillages are divided into a minimum 6 months non practicing period and 6 months practicing period, subject to any reduction secured by the pupil through application to the Bar Standards Board.
19. All new pupils are to be supplied with a copy of the Pupillage Policy on or before their first day of pupillage in Chambers.
20. All pupils shall be formally introduced to Chambers on their first day at SIC by either the clerks, their pupil supervisor or the Membership and Pupillage Secretary.
21. Each pupil supervisor shall have no more than one pupil unless there are exceptional circumstances as outlined under the Joint Regulations Committee of the Bar Council. Each individual pupil supervisor is responsible for supervising their pupil and providing them with work so as to monitor their learning process in order to ensure that they are equipped for the next stage of pupillage, both in terms of practical experience and written work. Each pupil supervisor is responsible for ensuring that they are compliant with the requirements of the Bar Standards Board in acting in the capacity of pupil supervisor and the training required. It is further the duty of the supervisor to ensure that their BMIF Insurance is appropriately effective to cover the fact that they are a pupil supervisor and to ensure that they are compliant with data protection law and reporting to the Information Commissioner's Office.

## **Working Hours and Leave:**

22. All pupils will normally be expected to work between 9am and 6pm. In the case of first six pupils where their supervisor requires their assistance or attendance at court, it is the responsibility of the pupil supervisor to inform the clerks as to the whereabouts of the pupil and what work they are carrying out so that should they be required elsewhere or by other members of Chambers, an explanation as to their whereabouts can be provided.
23. Second six pupils are expected to be in Chambers by 9am if they are not in court. Second six pupils are expected to be able to cover Saturday courts and to work the period between Christmas and New Year, unless by prior agreement with their pupil supervisor and the clerking team.
24. All working pupils must be promoted for and offered court work on an equal basis, in line with Chambers Equality and Diversity Policy, save where a solicitor or client specifically requests a named pupil. Such requests will be honoured save where the pupil is unsuitable or unavailable for the work involved.
25. Second six pupils are expected, once they have finished at court, to return to Chambers and assist their pupil supervisor save on occasions where they have work to prepare in relation to their own caseload. Second six pupils should telephone the clerks as soon as they have finished at court in order that they may be available to attend to another matter later on in the day. Upon their return to Chambers second six pupils should complete the necessary paper work in respect of their cases on the same day and fax/email this information to the relevant instructing solicitors. The pupil should keep a photocopy of this fax/email and attendance note so that they can build a record of all the cases they have had conduct of. Work for second six pupils will be allocated by 6pm each day save for situations where there is no work and the clerks have indicated that the pupil will be on "standby" for the following day should there be work available. In the event that second six pupils are not required to go to court, they must assist their pupil supervisor or other members of Chambers (with the consent of their pupil supervisor).

26. All pupils are required to dress appropriately in accordance with the Bar Handbook, in that dark coloured suits must be worn at all times. Second six pupils should have the appropriate dress for appearances at the crown court.
27. As a general rule pupils should be given the opportunity to undertake a variety of work for all members of Chambers. This will enable the pupil to experience a broad range of work and to develop contact with other members of Chambers. First six month and second six month pupils must give priority to any work which they are required to undertake by their individual pupil supervisor, however, with prior permission from each individual pupil supervisor a pupil may undertake or assist another member of Chambers if required. Feedback on written work shall be given as and when that piece of work is completed and shall be by way of an oral discussion between the pupil supervisor and pupil or written record if appropriate.
28. Pupil supervisors will be allocated to each pupil by the Membership and Pupillage Secretary and will act for a minimum of 3 months save in exceptional circumstances. In allocating pupil supervisors, Chambers will have regard foremost to the overall training and education of the pupil, but will also consider the particular needs of any pupil supervisor based on his/her practice and the nature of work in which the pupil has expressed an interest. It is usual practice for pupils to have two supervisors over any period of twelve month pupillage however each pupil/pupillage will be considered individually.
29. All pupils are entitled to 20 days holiday during each period of pupillage in addition to public holidays. No more than 10 days holiday can be taken in any six-month period and is subject to the provisions relating to the period between Christmas and New Year as outlined above. This holiday must be arranged in consultation with the pupil supervisor and the clerks.
30. Sick leave or leave due to other extenuating circumstances will be considered on a case-by-case basis and is at the discretion of the pupil supervisor.
31. Maternity, paternity and adoption leave are governed by the same policy as that covering tenants of Chambers.

## **Funding and Remuneration**

32. Chambers funds pupils in line with the guidelines set by the Bar Standards Board from time to time. As at the date of writing these are set out at Annex R of the Bar Handbook as follows:

*“1. The members of a set of chambers must pay to each non-practising chambers pupil by the end of each month of the non-practising six months of his pupillage no less than: (a) £1,000 plus (b) such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on: (i) travel for the purposes of his pupillage during that month; and (ii) attendance during that month at courses which he is required to attend as part of his pupillage.*

*2. The members of a set of chambers must pay to each practising chambers pupil by the end of each month of the practising six months of his pupillage no less than: (a) £1,000; plus (b) such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on: (i) travel for the purposes of his pupillage during that month; and (ii) attendance during that month at courses which he is required to attend as part of his pupillage; less (c) such amount, if any, as the pupil may receive during that month from his practice as a barrister; and less (d) such amounts, if any, as the pupil may have received during the preceding months of his practising pupillage from his practice as a barrister, save to the extent that the amount paid to the pupil in respect of any such month was less than the total of the sums provided for in sub-paragraphs (a) and (b) above.”*

33. Payment to the pupil will be made by way of cheque or bank transfer dependent upon the agreement between each pupil and chambers.

34. In the event a pupil seeks Chambers to fund reasonable travel expenses in line with Annex R then the pupil should submit to the Senior Clerks copies of receipts for such travel upon which they will be reimbursed with such sum within 48 hours. Chambers will not fund first class travel and expects all pupils to use their best endeavours to achieve good value for money in relation to such expenses, for example by booking tickets in advance, where

possible.

35. Pupils in Chambers who undertake written work for members of Chambers shall, in accordance with the Bar Handbook, be remunerated for any work done which is of value to the member of Chambers. Work is of value if, in relation to written work, the pupil's draft can be and is sent out with minimal alterations; in relation to research, if the member intends to bill for the time expended by the pupil, in consultation with the clerks, prior to the pupil undertaking the work. The amount payable and the method of payment should be, as a matter of course, negotiated with the clerks on the instructions of the pupil supervisor.
36. Second six pupils shall pay clerk fees in respect of any monies received from their practice as a barrister and excluding monies pursuant to paragraphs 32(1) and 32(2)(a) and 32(2)(b) of the policy at the rate of 10%. Computerised data printouts of all the fees which have been received by that pupil each month are billed to the pupil on the first day of every month. This should be paid by the 5<sup>th</sup> of each month and pupils must sign the mandate in respect of clerks fees prior to commencing their second six.

**General duties and expectations of the pupil and pupil supervisor (not so far addressed)**

37. Pupil supervisors should ensure that they have an induction session at the beginning of each 6 month period with the pupil and that there takes place a formal appraisal session at the end of each 6 month period.
38. It is the duty of the pupil supervisor to ensure that all pupils are given the opportunity to make themselves known to members of Chambers throughout their period of pupillage.
39. It is the duty of the pupil supervisor to ensure that pupils are aware of their progress at regular intervals during pupillage, that such assessment/appraisal or feedback is objective and that the pupil has the opportunity to discuss the same with their pupil supervisor.
40. It is the duty of the pupil supervisor to ensure that all first six month pupils have the opportunity to attend court with junior tenants throughout their period of pupillage.

41. The pupil supervisor should observe the pupil on at least one occasion (e.g in respect of advocacy work)
42. It is the duty of the pupil supervisor to ensure that opportunities for all core competencies within the checklists are provided and to ensure that the pupil attends the compulsory courses required.
43. All pupils are supervised and trained by their individual pupil supervisors in order to enable them to satisfactorily complete the relevant checklists. However if there are parts of the checklist that a pupil is unable to complete, Chambers and the individual pupil supervisor shall ensure that the best efforts are made for that pupil to gain experience/undertake work in order that such checklists may be completed successfully.
44. It is the duty of the pupil to ensure that they act appropriately upon any feedback, appraisal and assessment received during their pupillage.
45. It is the duty of the pupil to ensure that they register their pupillage as appropriate and to ensure that the pupillage checklists and work diaries are completed and submitted to the relevant persons.
46. It is the duty of pupil to complete the Advocacy Course, Practice Management Course and any other relevant educational training and development courses as appropriate and in good time.
47. Pupils must ensure that they are registered as self-employed and are (if appropriate, and in consultation with the Treasurer) VAT registered with HMRC. It is the duty of the pupil to ensure that they are compliant with their duties to the Information Commissioners Office in respect of data protection law.
48. All pupils are expected to support Chambers Equality and Diversity Policy.

## **Access to Chambers and Chambers Facilities**

49. Pupils may be provided with a set of keys to Chambers – these remain the property of Chambers at all time and must be kept safe. They are to be returned on demand and must be surrendered if the pupil leaves Chambers. Any loss of keys must be immediately reported to the Senior Clerks.
50. Pupils will have access to Chambers' electronic library through their supervisor's login and must comply at all times with the legal restrictions in relation to the same.
51. Pupils will be allocated shelf space within Chambers in order to store their work. [DP – do we have a spare shelf?]
52. Pupils are permitted to use Chambers' photocopying/scanning/printing facilities and telephone/internet facilities for the purposes of work undertaken in relation to pupillage without the need to seek prior permission.

## **SELECTION OF PUPILS FOR TENANCY**

53. All pupils are eligible to apply for tenancy eight weeks prior to the completion of their pupillage. Chambers do not guarantee tenancy upon completion of either a twelve month pupillage or a third six month pupillage
54. The selection process is based on an equal and non-discriminatory footing in accordance with the Equality Code as stated by the Bar Council and the policies of Staple Inn Chambers. Junior tenancy vacancies are advertised outside of Chambers on the Bar Council Website. Chambers is not a member of the Pupillage Portal system and therefore it is Chambers policy to consider applications outside of Chambers so long as the criteria are fulfilled. The following criteria and procedure applies to both internal and external applicants.
55. The criteria for selection of candidates for tenancy are based on the following;

- a. ability,
- b. compatibility within Chambers,
- c. relationships with solicitors,
- d. client feedback,
- e. personal workload,
- f. commitment and
- g. personality.

56. In addition, the following will also be considered in respect of any application:

- a. supporting reference, if any,
- b. report of the interview panel,
- c. report from pupil supervisor(s) (as appropriate),
- d. report from the Senior Clerks(as appropriate),
- e. examples of work submitted by the pupil.

57. All pupils or external applicants wishing to apply for tenancy should apply in writing to the Head of the Membership and Pupillage Committee attaching a covering letter and CV, any references they wish to rely on, a summary of aged debt (if available) and examples of work that they wish to be considered.

58. All pupils are required to submit their completed checklist with their application for tenancy. Applications should be made no later than 6 weeks prior to the completion of pupillage.

59. External applications should be made in line with the timetable set out in the advert.

60. The Membership and Pupillage Committee shall, at the end of the interview process, meet and decide in respect of each candidate which of the following recommendation they make to chambers

(i) recommendation for tenancy

(ii) recommendation that the candidate is not suitable for tenancy but is suitable for a

further period of pupillage

(iii) no recommendation for either tenancy or further period of pupillage.

61. Pupil supervisors of any internal candidates for tenancy will prepare a report to a full Chambers meeting in relation to any application by their pupil. Chambers aim to notify all pupils of their decision one month prior to completion of their pupillage, in writing.
62. Decisions as to the offer of tenancy shall be made by members at a full Chambers meeting. A candidate must secure a majority vote to be offered a tenancy with Chambers.
63. In the event of an unsuccessful application, Chambers does not have a policy whereby pupils are allowed to squat or remain in Chambers indefinitely. However all applications to that effect will be considered depending on the individual circumstances of the case. Chambers, through individual pupil supervisors and their clerks, aim to provide all pupils with reference letters upon their departure from chambers.

#### **MINI PUPILS**

64. Applications for mini pupillage are considered on a case-by-case basis by the Membership and Pupillage Secretary. Applications should comprise a CV and covering letter sent by email to [pupillage@stapleinn.co.uk](mailto:pupillage@stapleinn.co.uk). All mini-pupillages are non-assessed.
65. Mini pupils are referred to paragraph 16 above in relation to Chambers' obligations under diversity monitoring.
66. Mini-pupils will be asked to sign a confidentiality undertaking and an undertaking relating to data protection law prior to commencement of any such mini-pupillage. Mini-pupils should be aware that their presence during any matter will be at all times subject to the consent of the lay client and other relevant persons involved in any particular case.
67. Chambers does not usually contribute to funding travel during a mini-pupillage however, should an applicant wish the same to be considered, they are invited to make an application

to the Membership and Pupillage Secretary for consideration by Chambers Management Board on the grounds of hardship.

68. Any request for reasonable adjustments should be made, in the first instance, to the Membership and Pupillage Secretary.

**Dated: 1 July 2014**

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