

Hailsham Chambers

PUPILLAGE POLICY AND INFORMATION BASIC PRINCIPLES

This document is issued by Hailsham Chambers in compliance with the Bar Standards Board's recommendations as to good practice for Approved Training Organisations.

It is amplified in detail by a separate document known as "Detailed Policy and Information for Pupils" ("the DPIIP") which is made available to successful candidates for pupillage at the beginning of their pupillage.

Number of pupils per year: Chambers will seek to take on no more than 2 funded pupils per year. That number may be altered at the discretion of the Management Committee after consultation with the Pupillage Committee. Chambers reserves the right to take other pupils; such pupillage if any will usually be arranged on the express basis that it will not in any way adversely affect the quality of funded pupillages or the tenancy prospects of funded pupils.

Choice of pupils: Chambers' application form includes a written problem question which is considered important for assessing the candidates who will be invited for interview. Subject to Chambers' discretion, there is usually only one interview. Chambers is prepared to make reasonable adjustments for disabled applicants.

Pupillage finance:	£45,000 award, plus £5,000 guaranteed earnings in the second six months, per pupil. From these sums pupils are expected to pay their travel costs of pupillage and the fees for attendance at compulsory courses. Of course, a pupil may earn in excess of £5,000 in the second six months. Up to one-fifth of any award may at Chambers' discretion be drawn down during the BPTC year. The award will be paid 2/3rds in the first 6 months and the last 3rd in the second 6 months, each 6-month sum being paid in equal monthly instalments. At the end of the pupillage, the sum due for guaranteed earnings will be paid less income earned (calculated on a work done basis). Payment is ordinarily made by cheque.
Pattern of pupillage:	12 months, divided into two periods of 6 months followed by a period of 6 months. Each period of pupillage will generally be undertaken with a different pupil supervisor. The pupil supervisors' respective practices will cover two or more of Chambers' areas of specialisation, including clinical disputes and professional negligence in particular. Throughout the year pupils will participate in Chambers' in-house advocacy training programme.
Check lists used:	BSB general checklist plus BSB general common law checklist.
Role and duties of pupils:	See Section 8 and Appendix 1 of the BSB Pupillage Handbook (July 2016). This is

further amplified in the DPIP.

Role and duties of pupil supervisors:

See section 5 of the BSB Pupillage Handbook.

Objective assessment:

Pupils will be formally appraised by their pupil supervisor after each 3-month period. At intervals not exceeding 4 months the chair of the pupillage committee will review each pupil's performance based on the criteria set out in the DPIP and in discussion with the pupil and the pupil supervisor. The core standards and competencies to be expected of pupils are summarised in section 9 of the Pupillage Handbook. Pupils will undertake at least three in-house advocacy exercises which will be assessed against criteria of which the pupils will be given advance notice.

Equality and diversity:

Chambers adheres to and supports the Equality and Diversity provisions of the Code of Conduct. Chambers has an Equality and Diversity Policy which will be provided to all pupils at the beginning of pupillage.

Reasonable adjustments:

Chambers is prepared to make reasonable adjustments for disabled pupils.

Grievance procedures:

Chambers has a documented Grievance Procedure for pupils which forms an annex to the DPIP. Chambers' anti-harassment policy and anti-victimisation policy which forms part of the Equality and Diversity Policy applies to all pupils.

- Devilling:** The work of pupils is always regulated by the relevant pupil supervisor. In principle no payment is to be expected for work done for any member of chambers during the 12 months of pupillage, although if in the opinion of the pupil supervisor the work required of a pupil ought to be paid for, he or she shall ensure, in advance of such work being done, that appropriate arrangements are made for such payment. Devilling payments are due within 14 days of the completion of the work by the pupil, and the pupil supervisor is responsible for ensuring that such payment is made.
- Income, Clerks' fees etc:** Clerks' fees are not payable on devilling, nor on any other professional fees received during the second 6 months of pupillage. No other payment is due from a pupil during the 12 months of pupillage to Chambers whether by way of rent or otherwise.
- Fair distribution of work:** The Head of Chambers is under a responsibility to ensure a fair distribution of work amongst junior tenants and working pupils, and to monitor such distribution. This will be done by a senior Member of Chambers (usually an Equality and Diversity officer or as appointed by the Head of Chambers) and the Senior Clerk at regular intervals in accordance with the provisions of the Chambers' Equality and Diversity Policy.
- Recruitment of tenants:** Every pupil will, if he or she so wishes, be considered for a tenancy within Chambers. Assessment criteria are set out at Appendix 7

and 8 to the DIP. Where a vacancy exists, Chambers will consider the candidacies of its own pupils before seeking applications from outside Chambers but reserves the right to defer a final decision until it has considered external applicants. Ordinarily, pupils can expect to know by the end of June whether they will be taken on or not.

Pupils not taken on:

Chambers will provide any assistance it can to assist those of its pupils not offered a tenancy in Chambers to obtain a place elsewhere at the Bar or a position outside the Bar.

Pupils not offered tenancies who are invited to take up positions in other Chambers prior to the end of their pupillage in Chambers will be permitted to do so. In such circumstances where appropriate, pupil masters will certify that such part of the pupil's pupillage as has been completed, has been completed satisfactorily.

Squatting:

It is Chambers policy not to have squatters. It is therefore expected that pupils who are not taken on will leave chambers at the end of their pupillage.

October 2016