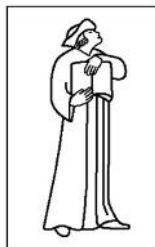


THOMAS • MORE • CHAMBERS

PUPILLAGE HANDBOOK

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INDEX

I.	OVERVIEW	I
II.	TWELVE-MONTH PUPILLAGES	2-14
III.	THIRD-SIX PUPILLAGES	15-24
IV.	MINI-PUPILLAGES	25-26
V.	GRIEVANCE PROCEDURE	27-30
VI.	DISCIPLINARY PROCEDURE	31-37
VII.	INDUCTION	38-39
VIII.	PUPILLAGE FORMS	40-46

I

OVERVIEW

Summary

1. Thomas More Chambers offers three types of pupillages: (a) twelve-month pupillages, (b) third-six pupillages, and (c) mini-pupillages.
2. There are separate policies for each type of pupillage.
3. The induction procedure for twelve-month and third-six pupils may be found in Chapter VII.
4. Pupillage forms (for all types of pupillages) may be found in Chapter VIII.

II

TWELVE-MONTH PUPILLAGES

Overview

1. Thomas More Chambers offers one twelve-month pupillage per year funded by way of an award of £6,000 for the first-six months and combined minimum earnings of £6,000 during the second-six months pursuant to the Pupillage Funding and Advertising Requirements 2003. In addition, Chambers will reimburse pupils for travel expenses incurred during pupillage (excluding travel from home to Chambers) and for the cost (including travel) of any compulsory courses which are completed during the course of the twelve-month pupillage.
2. Vacancies for twelve-month pupillages are advertised on the Pupillage Portal website (www.pupillages.com). Applications must be submitted using the Pupillage Portal application system.
3. The Management Committee shall conduct an annual review of the pupillage recruitment procedure, the number of pupillages to be offered, the pupillage award, and the tenancy selection procedure for pupils.

Aims and objects

4. The principal aim and object of pupillage is the education and training of pupils in order to prepare them for a successful career at the Bar. A subsidiary but important purpose of pupillage is to permit Chambers to observe pupils and to become fully acquainted with them so that any future applications for tenancy can be accurately assessed.

Desired qualities of pupils

5. We look for intelligent, independent, and committed pupils who are interested in the spread of work available in Chambers. Pupils should be ready to learn, co-operative, and willing to assist Pupil Supervisors and other members of Chambers. They should be of the highest ethical and professional calibre.
6. Pupils should be committed to using the law to assist the disadvantaged and to the provision of expert legal advice (both publicly and privately funded). They should be willing to challenge accepted legal norms and be creative in their use of the law.
7. Our aim is to recruit pupils who are likely to be potential candidates for tenancy.

Selection of pupils

8. We operate an Equality and Diversity Policy and encourage applications from all backgrounds regardless of age, colour, disability, ethnicity, gender, marital status, nationality, political persuasion, pregnancy, race, religion, or sexual orientation.
9. There are four stages to our selection process. First, there is an initial sift based on academic qualifications alone. Second, the remaining applications are then reviewed and scored by members of chambers. Third, the top 10% (approximately) based on score are invited for a first round interview. Fourth, approximately 10 applicants are invited for a second round interview. Following this, the second interview panel will make a recommendation for pupillage to the Pupillage Co-ordinator together with a list of, at least two, reserve candidates.

Funding arrangements

10. Our pupillages are funded by way of an award of £6,000 for the first-six months and combined minimum earnings of £6,000 during the second-six months pursuant to the Pupillage Funding and Advertising Requirements 2003.

11. During the first-six months, pupils will be paid by equal monthly instalments of £1,000. Pupils should decide whether they wish to receive this at the beginning or end of the month. Payments are normally made by BACS. Pupils will need to furnish the Treasurer (Christopher Harding) with their bank account details.

12. During the second-six months, the award will be by way of combined minimum earnings of £6,000. Any excess earnings are retained by the pupil. The maximum monthly top-up by Chambers is £1,000. These arrangements are better explained by an example:
 - (a) A pupil earns the following: Month 1 - £1,500; Month 2 - £0; Month 3 - £1,000; Month 4 - £3,000; Month 5 - £500, and; Month 6 - £3,500. In Month 1, Chambers would no payment because the pupil's earnings are in excess of £1,000. In Month 2, Chambers would make a top-up payment of £500 as £500 is carried over from Month 1. In Month 3, Chambers would make no payment as the pupil's earnings have reached £1,000. In Month 4, Chambers would make no payment as the pupil's earnings are in excess of £1,000. The excess earnings are retained by the pupil. As the pupil has now received a combined £6,000 during Months 1 - 4, Chambers is not obliged to make any further top-up payments. Thus, Chambers would make no payment in Month 5. However, the pupil retains all earnings received in Month 6. In this example, the total received by the pupil (in earnings and top-up) is £10,000.

13. Second-six pupils are not required to pay clerks' fees.

14. However, second-six pupils are responsible for accounting to HMRC for any VAT received on earnings. The Pupillage Co-ordinator will explain the procedure for accounting for VAT during the initial induction session.

Expenses

15. Chambers abides by the requirements of Annex R of the Bar Code of Conduct with respect to the payment of expenses.

16. Pupils are responsible for travel expenses between their home address and Chambers.
17. Chambers will reimburse any travel expenses incurred by pupils for travel between Chambers and court. Pupils should retain all receipts (to be produced on demand) and email a schedule of travel expenses every month to the Treasurer (Christopher Harding) who will arrange for payment.
18. Chambers will only reimburse standard level fares. Pupils are expected to defray the cost of travel, where possible, by using their own travelcard (weekly, monthly, or yearly).

Compulsory courses

19. Compulsory courses attended by pupils will be paid for by Chambers provided that the course is undertaken and completed during the first twelve months.
20. Chambers will only pay for the cost of the Forensic Accounting Course if it is completed during the first twelve months' of pupillage.
21. Pupils must complete the Advocacy Course (run by the Bar Standards Board) before the end of the first-six months. The Bar Standards Board will not issue a provisional practising certificate until this is completed which is required for the second-six months' of pupillage.
22. Pupils must complete the Practice Management Course during the first twelve-months. The Bar Standards Board will not issue a full practising certificate until this has been completed.

Hours of work and annual leave

23. The standard working hours for pupils are 9am – 6pm (Monday to Friday) with an hour for lunch. During the first-six months, pupils should be in Chambers by 9am unless they are directed to attend court by their Pupil Supervisor.

24. During the second-six months, pupils are expected to be in Chambers by 9am if they are not in court. Second-six pupils are expected to be available to cover Saturday courts.
25. Work at the Bar is necessarily time consuming. However, we are keen to ensure that pupils do not work excessively long hours. Pupils are expected to work at least 40 hours per week on average (with an hour for lunch). We do not expect pupils to work more than 50 hours in a week save in exceptional circumstances.
26. Pupils are entitled to four weeks' of paid leave during the first twelve-months in addition to public holidays. No more than two weeks leave may be taken during the first six-months.
27. During the first-six months, pupils should agree any leave with their Pupil Supervisor and inform the Senior Clerks (Stuart Sellen or Cliff Strong). During the second-six month, pupils must agree any leave with the Senior Clerks (Stuart Sellen or Cliff Strong) to ensure that there is cover for the Saturday courts.

Equipment

28. Pupils are expected to arrive in Chambers with their own laptop computer (with virus protection software).
29. Pupils may be provided with a set of keys to Chambers. These remain the property of Chambers at all times. They must be kept safe and returned on demand and must be surrendered if the pupil leaves Chambers.
30. Procedures for the operation of the security system will be outlined if the pupil is provided with keys. Any loss of keys must be immediately reported to the Senior Clerks (Stuart Sellen or Cliff Strong).

Responsibilities of Thomas More Chambers

31. The responsibilities of Chambers as a whole are:

- (a) To establish and maintain a proper pupillage policy.
- (b) To provide two induction sessions.
- (c) To provide suitable Pupil Supervisors.
- (d) To provide a suitable range of work and experience for pupils.
- (e) To provide a financial award during the first-six months and combined minimum earnings during the second-six months.
- (f) To provide reasonable facilities in which to work within the practical limitations set by Chambers' accommodation.

Management of pupillage

32. The management of pupillage and the pupillage process is overseen by the Pupillage Co-ordinator.

33. The Pupillage Co-ordinator has responsibility for processing applications for pupillage and for overseeing the selection process. He is responsible for arranging interviews and interview panels, notifying candidates, managing the short-listing process, liaising with the Bar Standards Board, and keeping panels and applicants informed at all times.

34. In addition, the Pupillage Co-ordinator is expected to liaise with all new pupils, match them with Pupil Supervisors, arrange start dates, conduct an initial induction session, provide pupils with a work folder for storing all assessed work, and ensure that pupils have the facilities and support they need during their pupillage.

35. The allocation of Pupil Supervisors is based, to some extent, on a pupil's areas of interest.
36. The Pupillage Co-ordinator is responsible for keeping an up-to-date list of all Pupil Supervisors.
37. The Pupillage Co-ordinator will arrange a second induction session with the Senior Clerk (Stuart Sellen) before the commencement of the second-six months. This will cover the operation of the clerks' room, the allocation of briefs, the completion of legal aid forms, and arrangements for attending Saturday courts.
38. The Pupillage Co-ordinator should meet with pupils every six months to ensure that their pupillage is being properly managed and to deal with any issues that might arise.
39. The Pupillage Co-ordinator is responsible for organising the selection of pupils for tenancy.
40. The Pupillage Co-ordinator will at all times be reasonably available for information, consultation and support to pupils. If desired, such communications may be confidential as between the Pupillage Co-ordinator and the pupil. If requested, the Pupillage Co-ordinator can raise matters with the Management Committee on behalf of the pupil.

Duties of Pupil Supervisors

41. Pupil Supervisors may only supervise one pupil at a time.
42. In addition to the responsibilities set out in the Pupillage File provided by the Bar Standards Board, we regard the following as being the responsibilities of Pupil Supervisors:
 - (a) To ensure the proper training and education of pupils within their supervision.

- (b) To ensure that pupils receive feedback on work done and that a Work Assessment Form is completed (see Chapter VIII). Completed forms should be retained by pupils in their work folder.
- (c) To undertake a formal written appraisal at the end of the supervision period. This appraisal should involve a review of work done, a review of the Pupillage Checklist, and an action plan for the future. The appraisal should be recorded on a Pupillage Appraisal Form (see Chapter VIII). Completed forms should be retained by pupils in their work folder.
- (d) To actively teach the pupil.
- (e) To ensure that the pupil is not overburdened with “devilling” by any member of Chambers whether a Pupil Supervisor or not.
- (f) To seek to ensure (in a manner that is compatible with (e) above) that the pupil is exposed to work from a variety of practitioners so as to allow these practitioners to be able to form a proper opinion of the pupil’s competence.
- (g) To ensure that the pupil is given an accurate picture of their performance and, where relevant, on their prospects for tenancy.

43. At the end of the supervision period, the Pupil Supervisor must sign the Pupillage Checklist. The pupil must ensure that this is fully completed over the course of the twelve-months, that it is signed, and sent to the Bar Standards Board when required.

44. Pupil Supervisors are required to prepare a report (oral or written) on their pupil in or around October as part of the tenancy selection process. They are expected to draw on their experience of working with the pupil, the formal written appraisal, and any feedback from other tenants.

Duties of pupils

45. Chambers regards the following as being the general duties of pupils:

- (a) To ensure that their pupillage is registered with the Bar Standards Board prior to the commencement of pupillage. Registration forms are available for download on the Bar Standards Board website (www.barstandardsboard.org.uk).
- (b) To make educational training and professional learning the first priority during pupillage.
- (c) To attend any compulsory educational training and development courses.
- (d) To ensure that the Pupillage Checklist (the General Common Law Checklist) is completed over the course of the twelve-months.
- (e) To keep close contact with their Pupil Supervisor and to be aware of their Pupil Supervisor's professional commitments and movements.
- (f) To ensure that Pupillage Work Assessment Forms are supplied to members of Chambers with every piece of written work undertaken and to ensure that the same is retrieved complete and retained in their work folder.
- (g) To be available to provide assistance on research and casework.
- (h) To return all library books to the library after use.
- (i) Not to remove any sets of papers from Chambers without the prior approval of the tenant whose papers they are (and, in the case of second-six pupils, with the permission of the clerks).
- (j) To keep the clerks fully informed of their whereabouts.

- (k) Be appropriately dressed at all times (dark suits (with ties for men) and dark shoes). Second-six pupils should have access to court dress (wigs, gowns, etc.).
- (l) To be available to attend court during the working week and on Saturday.
- (m) To carry out a reasonable share of out-of-London work.
- (n) To inform solicitors of the result of any case in which they have been instructed. This should be done on the day if possible, otherwise within 48 hours. An attendance note should also be faxed within the same timeframe.
- (o) To attend seminars delivered in Chambers and, if invited, to assist with preparation and delivery of the same.
- (p) To support Chambers' Equality and Diversity Policy.
- (q) To keep confidential any private or sensitive information obtained during the course of pupillage.
- (r) To maintain the highest professional and ethical standards.
- (s) To report any problems or difficulties over casework, practice, or in Chambers, to their Pupil Supervisor or the Pupillage Co-ordinator.

46. Pupils must register with the Information Commissioner as a data controller before the commencement of their second-six months' of pupillage. Pupils are personally liable to meet the cost of such registration (£35). Pupils can register online at: www.ico.gov.uk/for_organisations/data_protection/notification/notify.aspx

47. Pupils must ensure that they are registered with HMRC for self-employment and VAT either before or as soon as possible after the commencement of their second-six months' of pupillage. As registration can take some time, pupils should apply early. The Pupillage Co-ordinator is able to provide advice and assistance on these matters.

Casework responsibilities

48. Where a pupil is actively involved with casework, it is understood that the Pupil Supervisor (or tenant) will:

- (a) Discuss the case with the pupil.
- (b) Provide the pupil with written work or research of educational value.
- (c) Provide the pupil with feedback on any work undertaken using a Work Assessment Form (see Chapter VIII).
- (d) Arrange for the pupil to attend relevant case conferences.
- (e) Ensure that the pupil gains experience of court work and out-of-court work across a broad range consistent with Chambers' objectives for pupillage.

49. In return it is expected that the pupil will:

- (a) Photocopy documentation relevant to any active case.
- (b) Attend the library to obtain relevant authorities.
- (c) Carry out research which is relevant to a case even if it is of low educational value.

Allocation of work

50. All work (other than that directed to a pupil via the clerks during the second-six months' of pupillage) should be channelled through the Pupil Supervisor.

51. Tenants with suitable work for pupils should contact the Pupil Supervisor in the first instance.

52. When a pupil completes a piece of work they must ask the tenant to complete a Work Assessment Form (see Chapter VIII) and retain the completed form in their work folder.
53. Tenants must complete the Work Assessment Form accurately as it will provide feedback to the pupil and will contribute to the assessment of the pupil for tenancy.
54. The Pupil Supervisor and the clerks are responsible for ensuring that pupils receive a fair distribution of work.

Applying for tenancy

55. Pupils are eligible to apply for tenancy approximately 8 weeks before the end of their second-six months.
56. It is impossible to say if there will be a tenancy vacancy in a given year. The decision as to whether there is a vacancy will depend upon the work available, the profile of Chambers at the time, and the merits of the relevant pupil.
57. In any case where a pupil is being considered for a tenancy, the procedure is as follows:
 - (a) The pupil must submit a written application for tenancy to the Pupillage Co-ordinator (the date for submission will be notified to the pupil in advance). The application is by way of covering letter, CV, and references, addressed to the Head of Chambers.
 - (b) The pupil will be invited to an interview. Following this, the interviewing panel will prepare a report (oral or written) and either: (i) recommend that the pupil is suitable for tenancy; (ii) recommend that the pupil is not suitable for tenancy but is suitable for a third-six pupillage, or; (c) recommend that the pupil is unsuitable for tenancy or a third-six pupillage.

- (c) The application for tenancy will be considered at a Chambers' meeting. At this meeting, the following shall be considered: (i) the report of the interviewing panel; (ii) reports from Pupil Supervisors; (iii) a report from the Senior Clerk, and (iv) the pupil's work folder (consisting of their completed work and Work Assessment Forms).

- (d) The decision as to whether or not to offer a tenancy is one that can only be taken at a Chambers meeting by a vote of all tenants. In order to be offered a tenancy, a pupil must secure the positive votes of at least 2/3rds (two-thirds) of all tenants eligible to vote.

- (e) It is a condition of being offered a tenancy that the new tenant must be available to do work of any description for the first two years of tenancy.

58. If a pupil is unsuccessful in securing tenancy or a third-six pupillage, Chambers will endeavour to help the pupil to find a suitable position elsewhere. Pupils are expected to make arrangements to leave Chambers within 3 months of being notified of the outcome of their application for tenancy.

III

THIRD-SIX PUPILLAGES

Overview

1. From time to time, Chambers may offer third-six pupillages. These are funded by way of earnings received for work done.
2. Vacancies are advertised on the Bar Council's "3rd Six Pupillage Vacancies" noticeboard: www.barcouncil.org.uk/memberservices_events_training/3rdSixPupillageVacancies
3. Applications are by way of an email to Abdul Gofur (agofur@thomasmore.co.uk) with a covering letter and CV. References are not mandatory.
4. The Management Committee shall conduct an annual review of the recruitment procedure, the number of pupillages to be offered (if any), and the procedure for tenancy.

Aims and objects

5. The principal aim and object of pupillage is the education and training of pupils in order to prepare them for a successful career at the Bar. A subsidiary but important purpose of pupillage is to permit Chambers to observe pupils and to become fully acquainted with them so that any future applications for tenancy can be accurately assessed.

Desired qualities of pupils

6. We look for intelligent, independent, and committed pupils who are interested in the spread of work available in Chambers. Pupils should be willing to assist Pupil Supervisors and other members of Chambers. They should be of the highest ethical and professional calibre.

7. Our aim is to recruit pupils who are likely to be potential candidates for tenancy.

Selection of pupils

8. We operate an Equality and Diversity Policy and encourage applications from all backgrounds regardless of age, colour, disability, ethnicity, gender, marital status, nationality, political persuasion, pregnancy, race, religion, or sexual orientation.

9. There are two stages to our selection process. First, there is an initial sift based on academic qualifications and the application generally. Second, the remaining applicants are invited for an interview.

10. Following this, the interviewing panel may make a recommendation for third-six pupillage to the Pupillage Co-ordinator.

Financial arrangements and expenses

11. Remuneration for third-six pupils is by way of fees received in respect of work done whilst in Chambers.

12. Third-six pupils are required to pay a contribution towards clerks' fees.

13. Pupils are personally responsible for the cost of travel between their home address and Chambers.

14. Any expenses incurred by third-six pupils for travel between Chambers and court may be recoverable from instructing solicitors as part of the brief fee. Chambers will not reimburse any expenses that are not recoverable.

15. Third-six pupils are responsible for accounting to HMRC for any VAT received on earnings. If required, the Pupillage Co-ordinator can explain the procedure for accounting for VAT during the initial induction session.

16. Chambers will not pay for third-six pupils to complete the Forensic Accounting Course.

Hours of work

17. The standard working hours for third-six pupils are 9am – 6pm (Monday to Friday) with an hour for lunch. Third-six pupils are expected to be in Chambers by 9am if they are not in court.

18. Third-six pupils are expected to be available to cover Saturday courts.

19. As third-six pupils are self-employed, there is no entitlement to paid holidays. If a third-six pupil wishes to book any leave, they must agree the dates with the Senior Clerks (Stuart Sellen or Cliff Strong) and also inform their Pupil Supervisor.

Equipment

20. Pupils are expected to arrive in Chambers with their own laptop computer (with virus protection software).

21. Pupils may be provided with a set of keys to Chambers. These remain the property of Chambers at all times. They must be kept safe and returned on demand and must be surrendered if the pupil leaves Chambers.

22. Procedures for the operation of the security system will be outlined if the pupil is provided with keys. Any loss of keys must be immediately reported to the Senior Clerks (Stuart Sellen or Cliff Strong).

Responsibilities of Thomas More Chambers

23. The responsibilities of Chambers as a whole are:

- (a) To establish and maintain a proper pupillage policy.

- (b) To provide an initial induction session.
- (c) To provide suitable Pupil Supervisors.
- (d) To provide a suitable range of work and experience for pupils.
- (e) To provide reasonable facilities in which to work within the practical limitations set by Chambers' accommodation.

Management of pupillage

- 24. The management of pupillage and the pupillage process is overseen by the Pupillage Co-ordinator.
- 25. The Pupillage Co-ordinator has responsibility for processing applications for third-six pupillages and for overseeing the selection process. He is responsible for arranging interviews and interview panels, notifying candidates, managing the short-listing process, and keeping panels and applicants informed at all times.
- 26. In addition, the Pupillage Co-ordinator is expected to liaise with all new pupils, match them with Pupil Supervisors, arrange start dates, conduct an initial induction session, provide pupils with a work folder for storing all assessed work, and ensure that pupils have the facilities and support they need during their pupillage.
- 27. The allocation of Pupil Supervisors is based, to some extent, on a pupil's areas of interest.
- 28. The Pupillage Co-ordinator is responsible for keeping an up-to-date list of all Pupil Supervisors.
- 29. The Pupillage Co-ordinator should meet with pupils every six months to ensure that their pupillage is being properly managed and to deal with any issues that might arise.

30. The Pupillage Co-ordinator is responsible for organising the selection of pupils for tenancy.

31. The Pupillage Co-ordinator will at all times be reasonably available for information, consultation and support to pupils. If desired, such communications may be confidential as between the Pupillage Co-ordinator and the pupil. If requested, the Pupillage Co-ordinator can raise matters with the Management Committee on behalf of the pupil.

Duties of Pupil Supervisors

32. Pupil Supervisors may only supervise one pupil at a time.

33. Chambers regards the following as being the responsibilities of Pupil Supervisors:

- (a) To ensure the proper training and education of pupils within their supervision.
- (b) To ensure that pupils receive feedback on work done and that a Work Assessment Form is completed (see Chapter VIII). Completed forms should be retained by pupils in their work folder.
- (c) To undertake a formal written appraisal at the end of the supervision period. This appraisal should involve a review of work done and an action plan for the future. The appraisal should be recorded on a Pupillage Appraisal Form (see Chapter VIII). Completed forms should be retained by pupils in their work folder.
- (d) To actively teach the pupil.
- (e) To ensure that the pupil is not overburdened with “devilling” by any member of Chambers whether a Pupil Supervisor or not.

- (f) To seek to ensure (in a manner that is compatible with (e) above) that the pupil is exposed to work from a variety of practitioners so as to allow these practitioners to be able to form a proper opinion of the pupil's competence.
- (g) To ensure that the pupil is given an accurate picture of their performance and, where relevant, on their prospects for tenancy.

34. Pupil Supervisors are required to prepare a report (oral or written) if the pupil applies for tenancy. They are expected to draw on their experience of working with the pupil, the formal written appraisal, and any feedback from other tenants.

Duties of pupils

35. Chambers regards the following as being the general duties of pupils:

- (a) To ensure that they have informed the Bar Council's Records Office of their third-six pupillage.
- (b) To make educational training and professional learning the first priority during pupillage.
- (c) To keep close contact with their Pupil Supervisor and to be aware of their Pupil Supervisor's professional commitments and movements.
- (d) To ensure that Pupillage Work Assessment Forms are supplied to members of Chambers with every piece of written work undertaken and to ensure that the same is retrieved complete and retained in their work folder.
- (e) To be available to provide assistance on research and casework.
- (f) To return all library books to the library after use.

- (g) Not to remove any sets of papers from Chambers without the prior approval of the tenant whose papers or the clerks.
- (h) To keep the clerks fully informed of their whereabouts.
- (i) Be appropriately dressed at all times (dark suits (with ties for men) and dark shoes). Third-six pupils should have access to court dress (wigs, gowns, etc.).
- (j) To be available to attend court during the working week and on Saturday.
- (k) To carry out a reasonable share of out-of-London work.
- (l) To inform solicitors of the result of any case in which they have been instructed. This should be done on the day if possible, otherwise within 48 hours. An attendance note should also be faxed within the same timeframe.
- (m) To attend seminars delivered in Chambers and, if invited, to assist with preparation and delivery of the same.
- (n) To support Chambers' Equality and Diversity Policy.
- (o) To keep confidential any private or sensitive information obtained during the course of pupillage.
- (p) To maintain the highest professional and ethical standards.
- (q) To report any problems or difficulties over casework, practice, or in Chambers, to their Pupil Supervisor or the Pupillage Co-ordinator.

36. Pupils must ensure that they are registered with the Information Commissioner as a data controller before the commencement of their pupillage. Pupils are personally liable to meet the cost of such registration (£35). Pupils can register online at: www.ico.gov.uk/for_organisations/data_protection/notification/notify.aspx

37. Pupils must ensure that they are registered with HMRC for self-employment and VAT either before or as soon as possible after the commencement of their pupillage. As registration can take some time, pupils should make prompt applications. The Pupillage Co-ordinator is able to provide advice and assistance on these matters.

Casework responsibilities

38. Where a pupil is actively involved with casework, it is understood that the Pupil Supervisor (or tenant) will:

- (a) Discuss the case with the pupil.
- (b) Provide the pupil with written work or research of educational value.
- (c) Provide the pupil with feedback on any work undertaken using a Work Assessment Form (see Chapter IX).
- (d) Arrange for the pupil to attend relevant case conferences.
- (e) Ensure that the pupil gains experience of court work and out-of-court work across a broad range consistent with Chambers' objectives for pupillage.

39. In return it is expected that the pupil will:

- (a) Photocopy documentation relevant to any active case.
- (b) Attend the library to obtain relevant authorities.

- (c) Carry out research which is relevant to a case even if it is of low educational value.

Allocation of work

- 40. All work (other than that directed to a pupil via the clerks during the second-six months' of pupillage) should be channelled through the Pupil Supervisor.
- 41. Tenants with suitable work for pupils should contact the Pupil Supervisor in the first instance.
- 42. When a pupil completes a piece of work they must ask the tenant to complete a Work Assessment Form (see Chapter VIII) and retain the completed form in their work folder.
- 43. Tenants must complete the Work Assessment Form accurately as it will provide feedback to the pupil and will contribute to the assessment of the pupil for tenancy.
- 44. The Pupil Supervisor and the clerks are responsible for ensuring that pupils receive a fair distribution of work.

Applying for tenancy

- 45. Pupils are eligible to apply for tenancy approximately 8 weeks before the end of their pupillage.
- 46. It is impossible to say if there will be a tenancy vacancy in a given year. The decision as to whether there is a vacancy will depend upon the work available, the profile of Chambers at the time, and the merits of the relevant pupil.

47. In any case where a pupil is being considered for a tenancy, the procedure is as follows:

- (a) The pupil must submit a written application for tenancy to the Pupillage Co-ordinator (the date for submission will be notified to the pupil in advance). The application is by way of covering letter, CV, and references, addressed to the Head of Chambers.
- (b) The pupil will be invited to an interview. Following this, the interviewing panel will prepare a report (oral or written) and either: (i) recommend that the pupil is suitable for tenancy; (ii) recommend that the pupil is not suitable for tenancy but is suitable for another third-six pupillage, or; (c) recommend that the pupil is unsuitable for either.
- (c) The application for tenancy will be considered at a Chambers' meeting. At this meeting, the following shall be considered: (i) the report of the interviewing panel; (ii) reports from Pupil Supervisors; (iii) a report from the Senior Clerk, and (iv) the pupil's work folder (consisting of their completed work and Work Assessment Forms).
- (d) The decision as to whether or not to offer a tenancy is one that can only be taken at a Chambers meeting by a vote of all tenants. In order to be offered a tenancy, a pupil must secure the positive votes of at least 2/3rds (two-thirds) of all tenants eligible to vote.
- (e) It is a condition of being offered a tenancy that the new tenant must be available to do work of any description for the first two years of tenancy.

48. If a pupil is unsuccessful in securing tenancy or another third-six pupillage, Chambers will endeavour to help the pupil to find a suitable position elsewhere. Pupils are expected to make arrangements to leave Chambers within 3 months of being notified of the outcome of their application for tenancy.

IV

MINI-PUPILLAGES

Overview

1. Thomas More Chambers offers a limited number of unremunerated mini-pupillages on a first-come- first-served basis.
2. Applications should be made by email, with a covering letter and CV, to Abdul Gofur (agofur@thomasmore.co.uk).
3. Due to the sensitive nature of our work, we operate a minimum age requirement of 18 years of age.
4. Mini-pupillages last for five days (but may be shorter). The hours are 9:30am - 5pm (with one hour for lunch).

Instructions

5. Mini-pupils must contact the senior clerks (Cliff Strong or Stuart Sellen) between 4pm - 6pm on the working day before their mini-pupillage is due to commence (e.g. Friday for a Monday start). Please explain that you are attending for mini-pupillage and ask the clerks to allocate you a barrister to shadow. You should be provided with details of the case, court, time, and name and mobile number of the barrister.
6. Mini-pupils must contact the senior clerks every afternoon between 4pm - 6pm in order to make arrangements for the next day.

Aims of mini-pupillage

7. Mini-pupillages are designed to give an insight into life at the independent Bar. This will involve travelling to court with counsel, observing hearings and trials, sitting in on conferences, listening to negotiations, and reading case papers.
8. Mini-pupils may be asked to assist counsel by taking notes or undertaking research.

Duties of mini-pupils

9. Be appropriately addressed: dark suits (with ties for men) and dark shoes.
10. Mini-pupils must not, under any circumstances, offer any advice to any person. In addition, mini-pupils must not express any opinion either in court, during conferences, or during negotiations, unless asked by counsel.
11. Mini-pupils will need to make their own travel arrangements. We recommend the purchase of a weekly travel card (Zones 1-4).
12. Mini-pupils must not, under any circumstances, remove any papers, exhibits, media, books, or other material, from Chambers (except with the prior consent of counsel).

Confidentiality

13. All mini-pupils are required to sign a Confidentiality Form and an Equal Opportunities Form (see Chapter IX). Please hand these to the clerks upon arrival in Chambers.

Other matters

14. Any problems arising during mini-pupillage may be raised either with counsel, the senior clerks, or the Pupillage Co-ordinator (Abdul Gofur).

V

GRIEVANCE PROCEDURE

Introduction

1. This procedure exists to enable pupils to raise concerns arising during their pupillage with Chambers.
2. Chambers wishes to resolve pupil grievances in a speedy, fair and equitable manner in order to maintain good working relationships. The aim of this grievance procedure is to provide the opportunity for pupils to air their grievance, to discover the cause of their dissatisfaction and, where possible, to resolve the problem.
3. The following procedure applies to all pupils.

General principles

4. The grievance procedure does not apply to grievances relating to disciplinary decisions. If grievances arise in relation to disciplinary action they may, if appropriate, be addressed in parallel with or as part of the disciplinary hearing.
5. During the formal stage of the grievance procedure the pupil will be entitled to be accompanied by a Pupil Supervisor, colleague, or professional representative.
6. At each stage of the procedure, notes of all relevant discussions with the pupil will be taken and a copy will be made available to the pupil and their representative.
7. At each stage of the procedure, the pupil will be required to put details of their complaint in writing and state that they wish to follow the grievance procedure. The only exception to this would be at the initial stage where an attempt might be made at informal resolution.

8. At every stage of the procedure both parties should make every effort to reach agreement amicably and as speedily as possible.
9. This procedure will be applied promptly, consistently, objectively and fairly in accordance with our Equality and Diversity Policy.
10. Typical issues which might be raised through a grievance procedure include:
 - (a) Dissatisfaction with pupillage arrangements
 - (b) Problems with working relationships
 - (c) Concerns over the allocation of work
 - (d) Disagreement with evaluation of progress
 - (e) Complaints about barristers, staff or other pupils
11. A grievance should be brought within 10 working days of the incident which has given rise to the complaint arising.

Informal Procedure

12. Any pupil who has a grievance arising from their pupillage with Chambers should first raise it informally with the person about whom or whose actions there is concern if they feel able to do so. It is hoped that such an approach will resolve any difficulties and misunderstandings to the mutual benefit of all parties. If the matter cannot be resolved in this way the pupil should raise the matter with their Pupil Supervisor or the Pupillage Co-ordinator who will seek to conciliate.

13. If, in the view of the Pupil Supervisor or Pupillage Co-ordinator, conciliation is neither possible nor appropriate, then the pupil will be invited to submit a formal grievance, in writing, to the Pupillage Co-ordinator, and the following provisions and procedure will apply:

Formal procedure: Stage 1

14. If you are not satisfied with the Pupillage Co-ordinator's response, you may request, in writing, a formal meeting with the Pupillage Co-ordinator (or if the complaint is against the Pupillage Co-ordinator, with a senior members of Chambers who will be designated to this role) to discuss the grievance.

15. The Pupillage Co-ordinator will be expected to inform the Management Committee and will investigate, collect evidence, and arrange a meeting with pupil to arbitrate the grievance. As far as reasonably practicable this should be done within 10 working days. If it is not possible to deal with the issue within this timeframe (e.g. key witnesses are unavailable) then all relevant parties will be advised and notified of the anticipated timetable.

16. Pupils may be accompanied by a Pupil Supervisor, colleague, or professional representative at the hearing.

17. Following the hearing, the panel will issue a formal written reply to the grievance. This will also detail the next stage of the procedure.

Formal procedure: Stage 2

18. If the matter cannot be resolved by Pupillage Co-ordinator (or designated senior member) level, or you are not satisfied with the response given at Stage 1, you may appeal to the Management Committee. This should be in writing to the Management Committee detailing the nature of your appeal.

19. The matter will be considered by a panel comprising not less than two and not more than five representatives of the Management Committee who are chosen by the Committee and have not been involved in the procedure at an earlier stage. This meeting will be held, as far as practicable, within ten working days of receipt of your letter.

20. The panel will report back and make recommendations to a full meeting of the Management Committee and the decision reached by the Management Committee will be final. The decision will be put in writing, as far as practicable, within five working days of the meeting. This is the final stage of the grievance procedure.

Notes

1. *If the Pupillage Co-ordinator is not available at Stage 1 above the grievance may be heard by their nominee.*

2. *The Pupillage Co-ordinator will be responsible for ensuring that the procedure operates within the deadlines set out above, that notes are taken and made available, and that decision letters are sent out.*

3. *All documentation will be kept on file.*

4. *At all formal stages of the procedure the Pupillage Co-ordinator, Chair of the Management Committee or their nominees may find it necessary to collect evidence, either in the form of written materials or in the form of conducting interviews with tenants or members of staff. Such interviews are to establish facts. Evidence gathered in this way will be provided to relevant parties at all stages of the procedure.*

VI

DISCIPLINARY PROCEDURE

Overview

1. Thomas More Chambers aims to provide a quality service which meets the highest expectations of its solicitors and clients and recognises that our reputation and image may be adversely affected by the performance or behaviour of our pupils.
2. Chambers recognises that in most cases any concerns about a pupil's behaviour can be resolved informally. The Pupillage Co-ordinator, who has primary responsibility for handling complaints, will usually attempt to resolve matters in this way at an early stage in liaison with the Pupil Supervisor. However, where informal resolution is impossible or where the seriousness of the breach of discipline requires it, the more formal stages of this procedure will be invoked.
3. This procedure is designed to help and encourage all pupils to achieve and maintain acceptable standards of conduct and performance. Chambers seeks to ensure that the working environment in Chambers is one where everyone is treated fairly, courteously and respectfully.

Responsibilities

4. The Pupillage Co-ordinator and Pupil Supervisors are responsible for ensuring that all pupils are issued with details of Chambers' procedures and requirements concerning accepted standards of behaviour and performance and are aware of their responsibilities under the Code of Conduct of the Bar of England and Wales.
5. All pupils are expected to be aware of these procedures and requirements and to comply with them.

General principles

6. No disciplinary action will be taken against a pupil until the matter has been investigated.
7. Disciplinary matters will be dealt with as quickly as possible.
8. All pupils must notify the Pupillage Co-ordinator if they are required to answer a complaint to the Bar Standards Board, their Inn of Court, the Legal Services Ombudsman, or if there is likely to be a claim from the Bar Mutual Indemnity Fund. The Pupillage Co-ordinator will bring the matter to the attention of the Pupil Supervisor and the Management Committee.
9. At every stage in the procedure the pupil will be advised of the nature of the complaint against him, and will be given the opportunity to state his case before any decision is made. It is impossible to list exhaustively all the circumstances in which this procedure might be invoked. However the following are possibilities:

(a) In practice:

- (i) failing to observe the formal requirements of pupillage (e.g. failure to complete checklists, undertake compulsory training, etc.)
- (ii) failing to undertake or complete a piece of work which has been reasonably requested by or previously agreed with the Pupil Supervisor or a tenant
- (iii) failing to deal properly with a specific complaint by a solicitor

(b) In Chambers :

- (i) a serious breach of security procedure
- (ii) a serious breach of Chambers' Health and Safety Policy

(iii) breaches of trust and confidence

(iv) abuse, bullying or persistently making unfair demands of staff

10. The pupil will have the right to be accompanied by their Pupil Supervisor, a colleague, or professional representative at any interview or meeting with the Pupillage Co-ordinator (or his nominee), during any investigation or hearing under Stage 2 and at any Management Committee appeal.

11. The procedure may be initiated at any of the stages set out below depending on the seriousness of the pupil's alleged misconduct.

12. A pupil will have the right of appeal against any disciplinary penalty imposed.

Stage I: Informal resolution

13. Concerns may be raised by or with a member of staff (includes barristers, clerks, and other employees of chambers). Unless the matter is serious the member of staff will normally seek to resolve the problem directly with the pupil at an early stage.

14. Any matters which are more serious or have not been properly addressed by the pupil after the initial involvement should be referred to the Pupillage Co-ordinator for investigation. The Pupillage Co-ordinator has responsibility for dealing with outside complaints and for resolving internal problems concerning pupils.

15. This investigation will involve an interview with the pupil concerned, members of staff or practitioners, solicitors, witnesses to the incident, and the aggrieved person. A written record of the investigation will be kept.

16. This fact-finding process does not form any part of the formal disciplinary procedure. When completed, the Pupillage Co-ordinator, after consultation with the Pupil Supervisor, must make a decision on whether to implement the formal procedure.

Stage 2: Formal resolution

17. Stage 2 of the disciplinary procedure will be initiated where:

(a) there has been no resolution under the informal procedure, or

(b) the Pupillage Co-ordinator considers that the matter is sufficiently serious to justify moving to formal resolution straightaway

18. The pupil and the Pupil Supervisor will be notified by the Pupillage Co-ordinator that this procedure is being implemented.

19. The Pupillage Co-ordinator (or his nominee) will, within a reasonable period, discuss the matter with the pupil and the Pupil Supervisor and may undertake such other investigation may be necessary.

20. If the Pupillage Co-ordinator is satisfied that there is a problem, he may seek to resolve it without invoking the more formal Management Committee proceedings described at Stage 3.

21. This requires the agreement of the pupil to undertake a course of action specified by the Pupillage Co-ordinator.

22. The Pupillage Co-ordinator will keep the Management Committee informed of any use of the Stage 2 procedure.

23. A note of all meetings together with action lists will be made by the Pupillage Co-ordinator and kept on file.

Stage 2: Appeals

24. If the pupil is unhappy with the outcome of a matter under Stage 2, he may appeal in writing to the Management Committee.
25. Three members of the Management Committee will consider the matter and decide upon the appeal.
26. A written account of the appeal and the decision of the panel will be made and kept on file.
27. The Management Committee panel will consider the matter afresh. If it is satisfied that there has been misconduct requiring some remedial action, it may again seek to resolve the matter by agreement as to future action or conduct. However if this proves impossible, the Panel may choose to specify other necessary action.

Stage 3: Disciplinary matters considered by the Management Committee

28. The Pupillage Co-ordinator may refer the matter if in his view it is unsuitable to be dealt with under the Stage 2 procedure because it involves a serious breach of professional conduct or Chambers' policies and procedures.
29. A breach is likely to be considered as "serious" if it has significant repercussions for others in Chambers or the reputation of Chambers. It is also likely to be considered serious if it has resulted in loss, damage or injury to others in or associated with Chambers, or the pupil has failed to undertake the remedial action agreed or specified under Stage 2.
30. A formal investigation will be conducted by a member of the Management Committee. A written record of the investigation will be kept and a report presented to the Management Committee and the pupil.

31. Following receipt of the report, at least three members of the Management Committee (excluding the member responsible for investigation) will sit as a panel to hear the matter. The panel will consider all the documentation arising from the investigation and will invite the pupil to the hearing. The pupil may be accompanied by a Pupil Supervisor, colleague, or professional representative. The procedure to be adopted at the hearing will be notified in advance.

32. The panel will decide on an appropriate penalty or course of action. Options include:

(a) seeking a formal apology

(b) an oral or a written warning (it must be made clear what action will follow if the warning is not heeded)

(c) requiring the pupil to take specified steps to resolve the matter or face a specific penalty

(d) extending the period of pupillage

(e) making a recommendation to Chambers to terminate pupillage

33. A decision to terminate pupillage can only be taken at a Chambers Meeting.

34. Notification of the disciplinary decision will be communicated in writing.

Stage 3: Appeals

35. If a pupil wishes to appeal against a disciplinary decision, he must do so in writing to the Pupillage Co-ordinator within five days of being notified of the outcome of the disciplinary hearing.

36. A panel comprised of not less than three and not more than five members of Chambers will be appointed by the Management Committee to hear the appeal within a reasonable period.
37. No-one on the panel will have been involved in the disciplinary hearing. The procedure will be notified in advance and the pupil may be accompanied by Pupil Supervisor, a colleague, or a professional representative.
38. At the appeal, any disciplinary penalty imposed will be reviewed but it cannot be increased. The decision of the appeal panel will be final and will be notified in writing.

VII

INDUCTION

Introduction

1. This Chapter contains details of the procedure to be followed when inducting a new pupil into Chambers.
2. There are two parts to the induction process: an initial induction (applicable to both twelve-month and third-six pupils) and a second induction (applicable to twelve-month pupils only).

Initial induction

3. The initial induction should be conducted by the Pupillage Co-ordinator prior to the commencement of pupillage or as soon as possible after commencement.
4. The Pupillage Co-ordinator should, if they have not already done so, provide the pupil with a copy of Chambers' Pupillage Handbook.
5. The initial induction process should address the following:
 - (a) the organisation of Chambers, committee structures and key personnel
 - (b) responsibility for management of pupillage
 - (c) the selection of Pupil Supervisors and their duties
 - (d) the duties of pupils (including notifying return dates, endorsing backsheets, drafting attendance notes, and contacting solicitors)

- (e) the Pupillage Handbook, the Grievance Procedure, and the Disciplinary Procedure
- (f) access to Chambers' resources (via the web and the library)
- (g) payment of the pupillage award (twelve-month pupils only)
- (h) reclaiming travel expenses (twelve-month pupils only)
- (i) holiday entitlement (twelve-month pupils only)
- (j) registration with HMRC for self-employment and VAT
- (k) registration with the Information Commissioner as a data controller

Second induction

6. The second part of the induction process applies to twelve-month pupils only.
7. This will be organised by the Pupillage Co-ordinator shortly before the commencement of the second-six months' of pupillage.
8. The second induction will be conducted by the Senior Clerk (Stuart Sellen) and should cover the following:
 - (a) the work and responsibilities of the clerks
 - (b) the duties of the pupils as regards the clerks (notification of return dates, properly endorsed backsheets, agreeing holiday dates with the Senior Clerks, Saturday courts, etc.)
 - (c) if provided with keys, how to activate and deactivate the alarm system and who to contact should the alarm be activated inadvertently

VIII

FORMS

Summary

1. This Chapter contains all the forms referred to in the preceding Chapters of this Pupillage Handbook.
2. The following forms are applicable to twelve-month and third-six pupils:
 - (a) Pupillage Induction Form
 - (b) Pupillage Work Assessment Form
 - (c) Pupillage Appraisal Form
3. The following forms are applicable to mini-pupils:
 - (a) Confidentiality Form
 - (b) Equal Opportunities Form

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PUPILLAGE INDUCTION FORM

Name of Pupil:

I confirm that I have been provided with a copy of Chambers' Pupillage Handbook and have undertaken an initial induction with the Pupillage Co-ordinator.

Signed:

Date:

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PUPILLAGE WORK ASSESSMENT FORM

Section A (to be completed by the Pupil)

Pupil's name:

Tenant giving work:

Case name:

Date work given:

Type of work:

Legal topic(s):

Section B (to be completed by the Tenant)

1 = Unsatisfactory

2 = Satisfactory (work is helpful but requires significant alteration);

3 = Good (work can be used by requires some modification)

4 = Very good (work can be used with little alteration)

5 = Outstanding (work can be used unaltered)

Identification of issues (Mark 1-5)

Legal analysis and application of law to facts (Mark 1-5):

Style (Mark 1-5):

Any comments:

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CONFIDENTIALITY FORM

Name of mini-pupil:

Address:

I do agree that I will, at all times, both during and after my period of mini-pupillage strictly observe clients' confidentiality and will not divulge or reveal the names of clients, or the nature and details of their cases, without due authorisation.

Signed:

Date:

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EQUAL OPPORTUNITIES FORM

We are committed to the promotion of equal opportunities and to ensuring the absence of discrimination. Please help us to fulfil these objectives by completing this form.

Gender: Male Transsexual
 Female Prefer not to say

Age: Under 21 51-60
 21-30 61-70
 31-40 70 +
 41-50 Prefer not to say

Nationality: _____ Prefer not to say

Ethnicity: Bangladeshi Indian
 Black: African Pakistani
 Black: Caribbean White
 Black: Other Other
 Chinese Prefer not to say

Religion or belief: _____ Prefer not to say

Marital status: Single Widowed
 Married Living with partner
 Separated Prefer not to say
 Divorced

Sexual orientation:

Heterosexual

Bisexual

Gay/Lesbian

Other

Prefer not to say

Disability:

Do you consider yourself
disabled?

Yes

No

Prefer not to say

If you wish, please state your
disability:
