

7 King's Bench Walk  
Temple, London EC4Y 7DS

Telephone 020-7910 8300  
Fax 020-7910 8400  
Email [clerks@7kbw.co.uk](mailto:clerks@7kbw.co.uk)  
DX 239 LDF

[www.7kbw.co.uk](http://www.7kbw.co.uk)



## *Pupillages at 7 King's Bench Walk*

### *Policy and Practice*

## ***Introduction***

### ***OUR VIEW OF PUPILLAGE***

At 7 King's Bench Walk, we recognise that pupillage is an important stage of a barrister's career. First and foremost, it is an opportunity to develop the skills which the pupil will use throughout his or her practice and to observe others putting those skills into practice. Second, it is a time for the pupil to get to know the individuals who make up Chambers and to decide whether he or she wants to build his or her career amongst them. Third, it is an opportunity for the pupil to put developing skills into practice and, hopefully, to secure a tenancy.

We do not embrace the old-fashioned perception of pupillage as a year-long interview. Whilst securing a tenancy is an important aim for most of our pupils, we believe that the emphasis of a pupillage at 7 King's Bench Walk should be on the pupil's development as a barrister as well as on his or her assessment as a future tenant. Our pupillages are, we hope, designed to achieve this goal.

### ***EQUAL OPPORTUNITIES***

In accordance with the Bar Code of Conduct and the Equality and Diversity Code for the Bar, we practise an equal opportunities policy for selection of pupils and tenants. We select candidates solely on merit irrespective of race, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, age, religion, political persuasion or disability (so far as the physical constraints of our premises permit). Concerning disability, we will make reasonable adjustments to the application process for pupillage and tenancy for disabled applicants, and will consider making reasonable adjustments to facilitate pupillage and/or practice as a tenant in the event of a successful application.

Vacancies for pupillage and tenancy will be advertised on the website designated by the Bar Council save, exceptionally, in the circumstances set out in paragraph 5 of the Pupillage Funding and Advertising Requirements 2003 (see Annexe R to the Code of Conduct). All such advertisements will include: (a) encouragement of applications from groups which are under-represented in Chambers; (b) a statement of compliance with the Equality and Diversity Code for the Bar; and (c) a statement indicating our willingness to make reasonable adjustments for disabled candidates. The Pupillage Secretary will maintain a record of the number of applications received and the stage of the application process they have reached according to ethnicity, gender, disability and age in the form provided by OLPAS. This information will be periodically reviewed by the Equal Opportunities Officer in consultation with the Pupillage Secretary and (as necessary) the Head of the Pupillage Committee and appropriate

action considered if it appears that this information may suggest an inequality in the application procedure or its implementation.

### ***OUR POLICY***

This document summarises our policy and practice in relation to the recruitment of pupils and tenants. It is to be distributed to all members of the Pupillage Committee, pupil supervisors and pupil assessors, to all pupils at the beginning of their pupillage, and to any candidate who requests a copy. It is to be read in conjunction with the Equality and Diversity Code for the Bar and with the Pupillage File and other guidance produced by the Bar Council.

A summary of the information contained in this document appears on Chambers' website at [www.7kbw.co.uk](http://www.7kbw.co.uk).

### ***At the application stage***

#### ***OUR WORK***

The most important decision for most of our applicants is whether the type of work we offer interests them and will stimulate them throughout their practices.

All members of Chambers specialise in commercial law. In practice, commercial law covers everything from small-scale contractual disputes to complex multi-jurisdictional insurance, shipping, banking and financial litigation. The core of our work is insurance, reinsurance, professional negligence and shipping disputes. As a pupil, you can expect to be involved in all of these areas of litigation. In addition, members of Chambers are regularly involved in a much wider variety of commercial disputes, such as commercial fraud, conflicts of law, EU and competition law, banking, international sale of goods, energy supply, and City work. Members appear regularly in the Commercial Court and Court of Appeal, and also in the House of Lords and Privy Council. They also appear in arbitrations, and in other jurisdictions such as Singapore and Bermuda. Whatever the nature of a pupil supervisor's work, a pupil can expect to be fully involved in it.

One of the questions most commonly asked by our applicants is what work the more junior members of Chambers can expect to undertake. There is no single 'mould' for the practice of new tenants at 7 King's Bench Walk. During the early years of practice, our universal experience is that the work is diverse. Typically, junior tenants divide their time between advising and representing clients on their own in more straightforward cases and assisting more senior members of Chambers in large and

complex disputes. The nature of commercial work is such that opportunities for advocacy are less frequent during the early years of practice than in many other branches of the law. However, we encourage our junior members to appear in county courts, in arbitrations and in suitable High Court hearings whenever they can, and the opportunities to appear as an advocate in commercial cases increase rapidly after two or three years in practice.

For most of us, the primary appeal of commercial work is that it is intellectually demanding and stimulating. Our work involves reading and absorbing large quantities of documentation, understanding complex factual and technical information, analysing the legal and commercial issues which arise, and researching the law which applies to them. Being a good commercial lawyer requires strong intellectual and analytical abilities, as well as common sense and sound judgment.

### ***OUR MEMBERS***

We recognise that one of the most difficult factors for a pupil to assess when applying for pupillage is whether he or she is comfortable with the 'feel' of a Chambers. Whether you enjoy your working environment is as important, we believe, as whether you enjoy the work you will be doing.

We believe that the atmosphere at 7 King's Bench Walk is friendly and easy-going, as well as highly professional. Whilst we have a strong contingent of QCs (18 out of 46 current members are QCs), we are a relatively young and dynamic set with an atmosphere which we believe reflects that composition. We often work in teams together on large cases. It is also important for young barristers to be able to work alongside their contemporaries at solicitors' firms, especially in large-scale cases where team-work is required. Junior members of Chambers are increasingly involved in work of this nature and we believe this is a reflection on the approachability and professionalism of our members.

Members of Chambers have come to the Bar through a variety of routes. Some of our members are non-law graduates, a few are former solicitors and some are practitioners from other jurisdictions. On leaving Chambers, many of our members have become judges, including Lord Denning, Lord Brandon, Lord Goff, Lord Hobhouse, Lord Mance, Lord Justice Longmore, Mr. Justice Tomlinson, Mr. Justice Cooke and Mr Justice Flaux.

There is, of course, no formula for deciding whether a set will suit a pupil. If an applicant is interested in pursuing a career at 7 King's Bench Walk, we recommend that he or she spends a few days in Chambers to gauge the atmosphere for himself or herself. Details of how to apply for a mini-pupillage appear in the *Mini-Pupillage*

section, below. We also encourage applicants to whom we may make an offer of pupillage, particularly those who have not already attended for a mini-pupillage, to spend a day or two in Chambers before deciding whether to accept our offer. We would stress that having done a mini-pupillage at 7 King's Bench Walk is not a pre-requisite for successful application for pupillage, and that any mini-pupillage that is done will form no part of the assessment process on an application for pupillage. We must also emphasise that the suggestion, that a person to whom an offer of pupillage may be made should spend a day or two in Chambers, is made purely to assist him or her in making an informed choice. We take no account of whether an applicant has or has not already spent time in Chambers.

### ***SELECTION CRITERIA***

We do not expect applicants to have any knowledge of commercial law when they apply to us and we recognise that many, in particular non-law graduates, will not have had an opportunity to study the areas of law in which we practise. We do, however, expect applicants to have the strong analytical and intellectual abilities that are necessary to meet the demands of commercial practice. For this reason, we do not interview candidates who do not have a first or a good upper-second class degree, save in very exceptional circumstances.

It is also important that our pupils have the potential to become good advocates. For this reason we ask all applicants who are invited to an interview to prepare and present a short advocacy exercise, usually an application for permission to appeal to the House of Lords.

Applicants are assessed by reference to the following criteria:

- A first class degree or a good 2:1
- Lively intelligence
- Advocacy skills
- Sound judgment
- Written skills: presenting arguments, giving advice and drafting documents
- Oral skills: ability to communicate with solicitors, clients and experts
- Ability to absorb information from extensive documentation
- Ability to analyse documentation and oral information, and to identify salient issues
- Attention to detail
- Professional stamina/capacity for hard work
- Resilience
- Ability to work alone and as part of a team
- Commitment to a career at the Commercial Bar

- Sense of responsibility

A more relaxed standard may be applied to a candidate applying for an unfunded pupillage, who intends to practise abroad and who thus does not intend to seek a tenancy in these Chambers.

## ***HOW TO APPLY***

### Application

7 King's Bench Walk is a member of OLPAS and accepts applications for pupillage during the OLPAS summer season. The application procedure is therefore as prescribed by the OLPAS system, by way of completion of an online application form. If an applicant is by reason of any disability unable to apply through the OLPAS system in the ordinary way, he or she should contact the Pupillage Secretary, and an alternative but (so far as practicable) equivalent method of applying will be identified which is the most suitable for the applicant and for Chambers.

### References

Applicants will be asked to procure two references to be sent to Chambers in support of their application. We would prefer the references to be academic and/or professional, but will accept personal references if academic/ professional references cannot be provided for any reason. The applicant will be sent a copy of the selection criteria to provide to his or her referees, and will be asked to invite the referees to have regard to the selection criteria when composing their references.

### Short-listing for interview

Each application for pupillage will be separately assessed by two members of the Pupillage Committee, each of whom will independently form a judgment, on the basis of the application form and references and by reference to the selection criteria identified above, as to whether the applicant should be invited for interview. They then record their individual assessments of the applicant on an assessment form, a copy of which is distributed with this document. They will not confer with one another before or while carrying out their assessments. If the two assessments differ in the conclusion reached, the application will be referred to the Head of the Pupillage Committee for a final decision on whether or not to invite the applicant for interview.

### The interview

Only one round of interviews will be held. Not all applicants will be interviewed. Those who are interviewed will be required to undertake a short advocacy exercise, of

which they will have been given notice several days in advance. Interviews will be conducted by three or more members of the Pupillage Committee comprising members of Chambers of varying levels of seniority and, as far as practicable, including members of Chambers of different age, gender, and social, racial or cultural background. The interviewing panel will not include any relative or close friend of any of the applicants invited for interview. Applicants are assessed on the basis of the selection criteria set out above, which will be provided to all applicants invited for interview. Each member of the interviewing panel will, immediately following the interview and independently of any of the other members, record his or her assessment on an interview assessment form, a copy of which is distributed with this document. The assessment forms are then collated and a consensus decision arrived at.

Disabled applicants will be asked what, if any, adjustments may be needed to enable the applicant to practise as a barrister.

Chambers will make any reasonable adjustment required to ensure that a disabled applicant is not disadvantaged at interview. The communication inviting an applicant for interview will include a question as to whether the applicant may need any special arrangements to be made for the interview.

It is intended that all interviews should take place as near in time to each other as is practicable. In the recent past, Chambers has conducted all such interviews during the course of a weekend, and it is intended that this practice should continue.

Offers will be made in accordance with the OLPAS timetable and in accordance with the rules stipulated by the Bar Council applying at the time.

Records will be maintained of each application, including all assessments made during the application process, for at least two years.

## ***Pupillages offered***

### ***TYPES OF PUPILLAGE***

We offer funded 12-month pupillages to those successful applicants who intend to seek a tenancy at 7 King's Bench Walk.

In addition to funded pupillages, we may offer unfunded pupillages to candidates who intend to practise abroad and thus do not intend to seek a tenancy in Chambers. These unfunded pupillages are usually for 12 months, although we are prepared to consider other periods. Application for such pupillages should be by way of a covering letter,

and CV containing a breakdown of results achieved in all examinations undertaken to date, and will in the first instance be considered by one member of the Pupillage Committee.

Exceptionally, and subject to obtaining any waiver that may be required of the advertising requirement in the Pupillage Funding and Advertising Requirements (where they apply), we may be prepared to offer a funded second six-month pupillage to a pupil who has completed, or is about to complete, a first six-month pupillage elsewhere. Also, but again exceptionally, we may be prepared to offer a third six-month pupillage to a pupil who has completed, or is about to complete, a 12-month pupillage elsewhere. In such cases, the criteria for selection are the same as set out above, but are more stringently applied. The procedure for application for a second six-month or third six-month pupillage is the same as for funded twelve-month pupillages, save that such applications usually cannot be made through OLPAS. Chambers will therefore provide to candidates Chambers' own application form, which will be based on the OLPAS form, for completion and submission. The application should be accompanied by a CV and two academic and/or professional references addressing the selection criteria outlined above. The application will be subject to assessment in the same manner as an application for a funded 12-month pupillage, followed (where appropriate) by invitation to interview. A sub-committee of the Pupillage Committee, consisting of not fewer than three members of the Committee, will determine what form the interview should take and in particular whether it should involve an advocacy exercise. It will be for the Pupillage Committee to fix the appropriate length of pupillage to be performed (bearing in mind any requirements of the Joint Regulations Committee) and the pupillage award, if any.

Chambers is also prepared to consider applications for pupillage from those qualified for call to the Bar under regulations 35, 36 and 55 of the Consolidated Regulations, but required by the Qualifications Committee to undertake a period of pupillage (i.e. solicitors, other qualified lawyers, and teachers of the law of England and Wales of experience and distinction). The application process is the same as for those applying for second or third six-month pupillages.

#### ***NUMBER OF PUPILLAGES***

A maximum of four funded 12-month pupillages per year are available to applicants who intend to seek a tenancy at 7 King's Bench Walk. A maximum of two unfunded pupillages per year are available to candidates who intend to practise abroad. At present, Chambers does not advertise vacancies for second six-month pupillages, but it may in certain circumstances be prepared to offer a second six-month pupillage, subject to obtaining any waiver that may be required of the Pupillage Funding and Advertising Requirements (where they apply). There is no restriction on the number

of third six-month pupillages offered, or on the number of pupillages available to solicitors, other qualified lawyers, and teachers of the law.

Chambers accepts deferred applications.

### ***FINANCE AVAILABLE TO PUPILS***

Trainee solicitors in major City firms of solicitors are well paid during their period of training and we see no reason why pupils at 7 King's Bench Walk should not also be well rewarded. Thus, pupillage awards of at least £43,000 are available for the 2010/2011 and 2011/2012 pupillage years. Such awards may be supplemented by any fees earned during the second six months of pupillage (although pupils should not expect to undertake any paid work of their own during the first or second six months of pupillage). Any travelling expenses incurred by a pupil during pupillage, other than the cost of travelling to and from Chambers each day, will be reimbursed by Chambers.

Pupillage awards are payable in equal tranches at the beginning of each month of pupillage. In the event of a pupil leaving Chambers, the balance of any award will not be paid.

We are willing to advance a proportion of the pupillage award (usually up to £10,000) on an interest-free basis for use during the Bar School year, on condition that the advance will be repaid if the pupil does not pass the Bar exams or complete his or her pupillage. Chambers will recoup any advance made out of the award payable during the first six months of pupillage. We therefore suggest that, before asking for an advance, the question of how much to ask for is considered carefully, as this will affect the amount received in that first six months.

## ***During pupillage***

### ***PATTERN OF PUPILLAGE***

A pupil will normally be attached to one pupil supervisor for the first three months of pupillage and will be involved in every aspect of his or her practice. In order to ensure that the pupil obtains a width of experience, however, he or she will then change pupil supervisor every two months or so for the remaining period of pupillage.

## ***YOUR WORK***

The work of a pupil is diverse. A large component will be helping in the preparation of trials and applications and attending Court with your pupil supervisor. It will also include drafting Statements of Case, researching the law, writing Opinions and attending Conferences, where advice is given and the case is discussed with solicitors, clients and expert witnesses. These are all skills which a barrister at 7 King's Bench Walk can expect to use throughout his or her practice. We ensure that pupils have the opportunity to develop them during pupillage, and help them as far as we can to do so.

You will, of course, also attend Court with your pupil supervisor. This will enable you to see the preparation, in which you will have played a part, put into practice. You will be able to observe many different styles of advocacy, not only those of your pupil supervisors, but also of opponents.

## ***YOUR DUTIES***

The duties of a pupil, and of pupil supervisors and the heads of Chambers, are set out in the Pupillage File produced and provided to you by the Bar Council. Your attention is drawn to sections 1.2 through 1.4.

You are asked, in particular, to note the requirement in section 1.2.2 regarding the completion of a checklist. 7 King's Bench Walk uses the General Commercial Pupillage Checklist. You should expect to complete all the matters covered on the checklist within the period of your pupillage, and your pupil supervisors should monitor this. Complete pupillage checklists should be sent to the Pupillage Liaison Officer.

## ***HOLIDAY ENTITLEMENT***

In accordance with the Bar Standards Board's current guidance, you are entitled to four weeks leave during the 12 months of your pupillage (in addition to any bank holidays that fall within the period of pupillage and any weekdays falling on 27-31 December inclusive). Except with special permission given by the Head of the Pupillage Committee, no more than two weeks leave may be taken prior to the Decision as to Tenancy, which is usually taken in the 10<sup>th</sup> month of pupillage.

If your pupillage at 7 King's Bench Walk is shorter than 12 months, the above provisions will apply on a *pro rata* basis (e.g., if your pupillage is for 6 months, you will be entitled to two weeks leave, with one of those weeks to be taken after the Decision as to Tenancy).

In special cases, these Holiday Entitlement provisions may be relaxed by the Head of the Pupillage Committee, provided always that the relevant pupil spends the minimum amount of time in Chambers required for the issue of a Certificate of Satisfactory Completion of Pupillage.

### ***MONITORING OF PUPILLAGE***

Pupils will be assessed by their pupil supervisors. In addition, pupils will be asked to do one or more pieces of work for named pupil assessors during the last three months of their first six months of pupillage and, if appropriate, during the first three months of their second six months of pupillage. A pupil may also do work for other members of Chambers during this period, if time permits. The allocation of such work is monitored by the pupil supervisors. Pupils should receive feedback from all those for whom they work.

In addition, pupil supervisors, pupil assessors and any other members of Chambers for whom a pupil works are required to complete an assessment form, a copy of which is attached to this document. These forms are collected by the Pupillage Liaison Officer. They are confidential and are not shown to pupils. They are also not shown to other pupil supervisors or any member of Chambers other than members of the Pupillage Committee, except when a Decision as to Tenancy is being made. The forms will form the basis of a discussion with each pupil of his or her performance and progress at a meeting on or shortly after each change of pupil supervisor. Pupils will also be given an opportunity at these meetings to raise any questions they may have about their pupillage and to ask for feedback on the progress of their pupillage.

### ***SIX MONTH REVIEW***

We review the progress of pupils during the sixth month of pupillage. The review is undertaken by the Pupillage Committee on the basis of the views expressed by members of Chambers for whom the pupil has worked. We will let a pupil know as early as possible during the sixth month of pupillage (usually March of the relevant year) if we think he or she does not have a realistic prospect of securing a tenancy. In this way, the pupil concerned should be able to maximise his or her chances of obtaining a second six-month pupillage elsewhere, if he or she so chooses. If the pupil decides to complete his or her pupillage with us, we will normally be happy for

him or her to do so. If, on the other hand, the pupil concerned decides that he or she would prefer to pursue opportunities at another set of Chambers, we will do whatever we can to assist.

### *TENANCY*

Save with regard to established practitioners and solicitors not required to undertake pupillage, we offer tenancies only to those who have been pupils at 7 King's Bench Walk.

### *DECISION AS TO TENANCY*

The decision whether or not to offer a pupil a tenancy is made by Chambers as a whole, although the Pupillage Committee will make a recommendation on the basis of the views of members of Chambers for/with whom the pupil has worked. The Pupillage Committee, in determining its recommendation, will do so solely by reference to the selection criteria set out above, on the basis of the following material:

- written reports from pupil supervisors;
- written reports from pupil assessors;
- written reports from other members of Chambers for whom the pupil has done work;
- reports from the panel(s) before whom any advocacy exercise(s) involving the pupil have been conducted.

The Pupillage Committee convened to consider the recommendation to be made in respect of any pupil will include at least 5 members, including the Head of the Pupillage Committee, and, as far as possible, including members of Chambers of different age, gender, and social, racial or cultural background. The panel will not include any relative or close friend of any of the candidates.

Decisions as to Tenancy are made as early as possible in order to allow the maximum opportunity for any unsuccessful pupil to complete his or her second six month pupillage elsewhere, if he or she so desires, or to secure a third six month pupillage elsewhere. The Decisions are normally made and communicated to pupils in the first two weeks of the tenth month of pupillage (usually July of the relevant year).

## ***PROSPECTS***

Chambers continues to expand and candidates of ability therefore stand a good chance of obtaining a tenancy upon completion of pupillage.

## ***AFTER THE TENANCY DECISION***

Successful candidates can expect to undertake some work of their own, under the guidance of their last pupil supervisor, during the remainder of their pupillage year. Their earnings, once taken on, will depend largely upon the amount of work they undertake. Recent experience suggests, however, that new tenants are able to earn as much as, if not more than, the salary of a trainee or assistant solicitor in a commercial firm. New tenants are not required to make more than a nominal contribution towards Chambers' expenses until their income is such that they can genuinely afford to do so.

Pupils who have not been offered a tenancy are normally welcome to complete their pupillage in Chambers. In practice, however, it will usually be in their best interests to try to secure a second or third six months pupillage elsewhere. We do all we can to assist such pupils to find a place in another set of Chambers and, to date, we have been generally successful in relocating our former pupils, most of whom have gone on to obtain tenancies elsewhere.

## ***ESTABLISHED PRACTITIONERS/SOLICITORS***

Tenancy vacancies for established practitioners will be advertised, save as permitted by paragraph 1.34 of the Equality and Diversity Code for the Bar.

Whether or not a vacancy for an established practitioner has been advertised, and also where a solicitor not required to undertake pupillage applies on an *ad hoc* basis for a tenancy, the application is to be made by submission of a CV and references from two or more academic and/or professional referees which address the selection criteria set out above.

The application will be considered by a sub-committee of the Pupillage Committee, consisting of the Head of the Pupillage Committee and at least two other members of that Committee. That sub-committee will decide (by reference to the selection criteria set out above) whether the application should be considered further. The sub-committee will so decide if it is of the view that the applicant has a serious prospect of success.

If the sub-committee decides that the application should be considered further, it should also decide on the procedure to be followed. The appropriate procedure will

typically be by way of an interview, which may or may not include the performance of (an) advocacy exercise(s). The interview panel for any interview will consist of 5-10 members of Chambers, of varying levels of seniority and, as far as possible, including members of Chambers of different age, gender, and social, racial or cultural background. The interviewing panel will not include any relative or close friend of the applicant. The Head of the Pupillage Committee is responsible for arranging the interview and the identity of the attending members. The procedure decided on by the sub-committee should be designed to test the applicant's ability to satisfy the selection criteria set out above.

The test which will be applied by the interview panel in deciding whether to make a recommendation that the applicant be offered a tenancy is as follows:

- (i) the candidate should satisfy the selection criteria; and
- (ii) the panel must be satisfied that the applicant will clearly be an asset to Chambers; that the applicant's abilities and/or area of practice mean that he or she is "too good to miss"; and that the application constitutes "exceptional circumstances justifying a departure from Chambers' normal and preferred route for recruitment".

A vote will be taken by the interview panel on the basis of a simple majority of those present and voting (where voting includes abstaining) will determine whether a positive or negative recommendation is made to Chambers.

If the recommendation is negative, the application will be refused.

If within 7 days of the circulation to Chambers of a positive recommendation any member of Chambers notifies the Head of the Pupillage Committee in writing that he or she is not content that the candidate should be invited to join Chambers without a resolution to that effect at a Chambers Meeting, then a Chambers Meeting will be convened as soon as practicable for the purpose of deciding the issue, but if within 7 days no such notice is given, the invitation shall be affirmed accordingly without the need for a Chambers meeting.

## *If things go wrong*

### ***HARASSMENT***

Harassment includes "unwanted conduct of a sexual nature, or other conduct based on sex, affecting the dignity of women and men at work" and similar conduct relating to race, sexual orientation or disability. All such conduct is impermissible. Chambers' Policy on Harassment is attached. In the event of harassment, a pupil should consult

the Policy on Harassment, which details how complaints of harassment may be resolved. Avenues for redress for individuals suffering harassment are also set out in the Equality and Diversity Code for the Bar.

### ***PUPILLAGE LIAISON OFFICER***

Each year, a junior member of Chambers is appointed as Pupillage Liaison Officer, currently **Michael Holmes**. His function is to monitor pupils' progress informally throughout the year and to offer guidance on any grievances, problems or other questions which pupils may have. Any concerns raised with the Pupillage Liaison Officer will (insofar as it is possible and desirable) be kept confidential.

### ***GRIEVANCE PROCEDURES***

If any pupil has a question about the organisation or progress of his or her pupillage, or a grievance, he or she is encouraged to refer the matter either to his or her current pupil supervisor or, if the pupil is at all apprehensive about discussing the matter with his or her pupil supervisor, to the Pupillage Liaison Officer (currently **Michael Holmes**), to the Equal Opportunities Officer (currently **John Bignall**) or to another designated junior member of Chambers (currently **Anna Gotts**).

If resolution of the complaint through this discussion is not possible, the pupil should set out the complaint in writing to the member appointed to deal with grievances by the Management Committee (to be notified) for investigation.

The complaint will (insofar as it is possible and desirable) be kept confidential, and no complainant will suffer detriment as a result of a complaint made in good faith.

Pupils' attention is drawn to Chambers' Grievance Procedure, a copy of which is attached hereto.

### ***Mini-pupillages***

For individuals interested in acquiring further experience of the Commercial Bar and Chambers in particular, 7 King's Bench Walk offers mini-pupillages of three days duration. A mini-pupil will typically spend time with several different members of Chambers, attending court, arbitration hearings or conferences, as well as looking at papers and doing legal research. ***Mini-pupillages are not assessed.*** They represent an opportunity for the mini-pupil to get a better idea of the practice and people at 7 King's Bench Walk.

The demand for mini-pupillages is such that 7 King's Bench Walk is only able to offer mini-pupillages to candidates who intend to practise at the Bar of England & Wales and who are realistic candidates for pupillage at 7 King's Bench Walk. Completion of a mini-pupillage is not, however, a pre-requisite of an application for pupillage.

Mini-pupillages are offered for three periods during the year: 1 June to 30 September (excluding August); 1 October to 31 January; and 1 February to 31 May.

### **Applications**

To apply for a mini-pupillage, please send to "The Secretary to the Mini-Pupillage Committee" (i) a covering letter expressing the reasons for your interest in the Commercial Bar and 7 King's Bench Walk, and stating which period you are applying for; and (ii) a full CV, which should include results achieved in all examinations undertaken to date, and a full breakdown (by subject matter and, if possible, percentage marks rather than overall grades) of the results of all examinations undertaken as part of any degree course.

Applications for mini-pupillages in the relevant periods must be received as follows:

- Applications for the period from 1 June to 30 September (excluding August) must be received by 31 March;
- Applications for the period from 1 October to 31 January must be received by 31 July;
- Applications for the period from 1 February to 31 May must be received by 30 November.

Decisions regarding applications will be given only at the end of each application period.

## ***Further Information***

Further information on pupillage can be obtained from the following sites:

**OLPAS - On-Line Pupillage Application System**

<http://www.olpas.co.uk/>

**The Bar Council**

<http://www.barcouncil.org.uk/>

<http://www.legaleducation.org.uk/>

**The Bar Standards Board**

<http://www.barstandardsboard.org.uk/>

We are always happy to talk to anyone who is interested in applying to 7 King's Bench Walk or in a career at the Commercial Bar. If you would like to talk to one of our recent tenants, please feel free to contact **Michael Holmes**. If you would like specific information about applications for pupillage, please contact **Emma Hilliard**. Both can be contacted by email at the following address: [pupillage@7kbw.co.uk](mailto:pupillage@7kbw.co.uk).

**PUPILLAGE:  
ASSESSMENT FOR INTERVIEW FORM**



**Candidate Name:**

		Excellent	Good	Fair	Inadequate	Unknown
1.	Academic ability					
2.	Lively intelligence					
3.	Advocacy skills					
4.	Sound judgment					
5.	Written skills					
6.	Oral skills (ability to communicate)					
7.	Analytical ability					
8.	Attention to detail/ability to absorb information from extensive documentation					
9.	Stamina/capacity for hard work					
10.	Resilience					
11.	Ability to work alone					
12.	Ability to work as part of a team					
13.	Commitment to a career at the Commercial Bar					
14.	Sense of responsibility					
	<b>OVERALL ASSESSMENT:</b>					

**COMMENT:**

Completed by:

Date:

Recommendation:

**PUPILLAGE ASSESSMENT FORM**



**Candidate Name:**

**Date of Work:**

**Nature of Work:**

		Excellent	Good	Fair	Inadequate	Unknown
1	Academic ability					
2	Lively intelligence					
3	Advocacy skills					
4	Sound judgment					
5	Written skills					
6	General ability to communicate					
7	Analytical ability					
8	Attention to detail					
9	Capacity for hard work					
10	Resilience					
11	Ability to relate to others					
12	Ability to work alone					
13	Ability to work as part of a team					
14	Commitment to a career at the Commercial Bar					
15	Conscientiousness					
16	Sense of responsibility					
	<b>OVERALL ASSESSMENT:</b>					

**Detailed comments:**

**On the basis of the work you have seen, would you *(please tick one box)*:**

- Actively support the candidate's application for tenancy;
- Vote in favour of the candidate's application for tenancy if others were in favour;
- Abstain from expressing a view regardless of the position taken by others;
- Vote against the candidate's application for tenancy even if others were in favour;
- Actively speak out against the candidate's application for tenancy.

**Please state the main reasons for your decision:**

**Are there any other matters of which the Pupillage Committee ought to be aware?**

**Initials of Assessor:**

**Date form completed:**

## 7 King's Bench Walk Harassment Policy

### 1. Statement of Policy

- (1) Chambers is committed to providing a working environment in which all individuals are treated with dignity and respect.
- (2) Chambers will not tolerate any form of harassment and will take all necessary steps to ensure that its members and employees are not subject to harassment.
- (3) All members of Chambers, pupils employees and others temporarily in Chambers (such as mini-pupils) have a right to complain if they are subject to harassment.
- (4) Chambers is committed to ensuring that no one who brings forward a harassment concern in good faith is subject to any form of reprisal. The raising of such a complaint will not have any adverse consequences for the complainant, particularly in relation to tenancy and promotion decisions.

### 2. Scope of this Policy

- (1) This policy applies to all members of Chambers, employees, pupils and mini-pupils.
- (2) It applies to all premises where Chambers' business is conducted, and during the course of all activities connected with the work of Chambers (including social activities organised by Chambers).

### 3. Definition of Harassment

- (1) Harassment is any form of unwanted conduct which has the aim, or effect, of diminishing a person's dignity or creating a humiliating or offensive environment for that person.
- (2) The essence of all harassment is that it is unwelcome conduct which is offensive to the recipient.

#### **4. Harassment Policy**

- (1) Chambers prohibits harassment. Any incidence of harassment will be treated as a serious matter.
- (2) The following are examples of harassment and are prohibited:
  - (i) physical assault, including sexual assault;
  - (ii) demands for sexual favours in return for career advancement.
- (3) The following are examples of behaviour which may amount to harassment:
  - (i) unnecessary physical contact;
  - (ii) exclusion from social networks and activities;
  - (iii) isolation;
  - (iv) bullying or verbal abuse;
  - (v) compromising suggestions or invitations;
  - (vi) display of offensive materials, including on computer screen; and/or
  - (vii) offensive remarks or ridicule.
- (4) Disciplinary action will be taken against any member or employee of chambers found to have harassed a colleague or other person while on Chambers' premises or in the course of activities connected with the work of Chambers.

#### **5. Resolving Complaints of Harassment**

- (1) When an incident of harassment occurs, the recipient should communicate their disapproval and objections immediately to the harasser, if they feel able to do so, and request the harasser to stop.
- (2) If the harasser does not stop or if the recipient is uncomfortable about addressing the harasser directly, he or she should bring their concerns to the attention of the Equal Opportunities Officer.

Alternatively, he or she may pursue an informal resolution in accordance with paragraphs 3 of Chambers' Grievance Procedure. In either case, the matter will be dealt with sensitively and discreetly.

- (3) Where the person subject to harassment does not wish to pursue the informal resolution options or has exhausted such options, he or she may make a formal complaint in accordance with Chambers' Grievance Procedure.
- (4) If an allegation of harassment is upheld, appropriate remedial actions will be taken. These may include any of the following:
  - (i) formal apology;
  - (ii) counselling;
  - (iii) written warning;
  - (iv) change of work assignment;
  - (v) report to the relevant Inn recommending the removal of pupil supervisor status;
  - (vi) suspension or discharge of an employee;
  - (vii) referral to the Professional Conduct Committee (PCC).

## **6. Pupil Supervisors and Pupils**

- (1) It is inappropriate for any pupil supervisor to engage in a sexual relationship with any person who is, has been or is expected to become their pupil, while that person is a pupil in Chambers.
- (2) Any member of Chambers or employee who is or has engaged in a sexual relationship with a pupil should play no part (whether formal or informal) in any decision-taking with respect to that pupil.

## **7. Further Avenues of Redress for an Individual Experiencing Harassment**

If informal methods or Chambers' Grievance Procedure fails to resolve the matter, or if the harassment complained of is of a more serious nature to begin with, one or more of the following methods of resolution may be appropriate:

- (1) initiation of the Bar Council's mediation procedure in confidence through the Bar Council's Equality and Diversity Advisers. The Mediation Panel can be approached in confidence and will aim to achieve an end to the conduct complained of without necessarily finding fault or blame and without the imposition of sanctions;
- (2) a complaint to the relevant Inns Students' Officer about a sponsor or pupil supervisor;
- (3) a complaint to the Bar Council's Professional Conduct and Complaints Committee where the alleged harasser is a barrister;
- (4) action in the county court or employment tribunal alleging harassment as a form of unlawful direct discrimination; and/or
- (5) reporting the matter to the police where an act of harassment is a criminal offence e.g. assault or intentional harassment.

## 7 King's Bench Walk Grievance Procedure

### **1. Scope of this document**

- (1) This document, and the procedure which it describes, covers any complaint, grievance or dispute including but not limited to complaints of unfair discrimination or harassment and complaints about the distribution of work from a tenant.
- (2) The grievance procedure is applicable to all members of chambers; pupils of chambers; mini-pupils; chambers' employees and applicants for positions in chambers.

### **2. Statement of Policy**

- (1) These chambers are committed to providing a working environment in which all individuals including members, pupils, mini-pupils, employees, clients and the public are treated with dignity, respect and fairness. No one will be victimised or suffer a detriment because they raise a complaint or grievance in good faith under this procedure.
- (2) All procedures will, as far as practicable, be confidential.

### **3. Informal Resolution**

- (1) Grievances can often be resolved most effectively through informal methods.
- (2) Individuals with grievances are encouraged to consider whether their grievance can be addressed informally, either directly with the

person or persons concerned, or with the assistance of other members of Chambers or staff.

- (3) Chambers has appointed Stephen Kenny and Rebecca Sabben-Clare to act as informal advisers to potential complainants. They may be consulted in absolute confidence, and will assist, if asked, in the informal resolution of grievances.
- (4) Individuals are also recommended to consider seeking the informal assistance of the following: the Senior Clerk (for complaints by or about clerks); Lawrence Williams (for complaints by or about non-clerking staff); the appropriate pupil supervisor (for complaints by or about pupils).

#### **4. The Grievance Procedure**

- (1) All complaints under this procedure should be made in writing to the two Chambers Grievance Officers, currently Charles Priday and Julia Dias. The Grievance Officers should familiarise themselves periodically with the Equality and Diversity Code.
- (2) In the event that, in the opinion of the complainant, one or more of the Grievance Officers or other member(s) appointed to deal with the complaint has a conflict of interest, the complainant may approach the current head of the Management Committee, who will consider whether to appoint another member of Chambers to replace such person in the handling of the complaint.
- (3) A complaint should be made as soon as reasonably possible, and in any event within 6 months of the act being complained of, save in exceptional circumstances.

- (4) Complaints will be dealt with promptly. The Grievance Officers or other members appointed to deal with the complaint will deliver a written response to the complainant within 28 days of receipt of the complaint, unless there are good reasons for delay.
- (5) If a complaint is found to be substantiated, appropriate steps will be taken to remedy the problem. The range of possible remedial actions include those listed at paragraph 1.88 of the Equality and Diversity Code.
- (6) A confidential record will be kept of all complaints and of any meetings or investigations in connection therewith.
- (7) A brief report on all complaints and on the findings of any investigations will be made to the Head of Chambers.

#### **5. Further Sources of Information/Assistance**

Members are made aware that opportunities for support and counselling are provided by the associations and groups for women lawyers, members of minority ethnic groups, disabled people, lesbians or gay men, the Pupil Barristers' Group or the Mature Entrants' Group, and confidential advice is available from the Equal Opportunities Officers at the Bar Council. Any member requiring contact details for such organisations may obtain them from the Bar Council's Equal Opportunities Officers.