

PUPILLAGE AND PUPILLAGE RECRUITMENT POLICY

Great James Street Chambers

Introduction

This Pupillage and Pupillage Recruitment Policy Document is compiled for the training of pupils by Great James Street Chambers.

It has been composed in line with the Bar Standards Board Guidelines for Approved Training Organisations and with consideration to the Pupillage Handbook and the BSB Equality Rules.

Chambers complies with the requirements of the Bar Code of Conduct, the Equality Code for the Bar, the Pupillage Guidelines and its own Equal and Fair Opportunities Policy in the selection of all pupils.

Chambers particularly encourages applications from those who wish to practise at the Criminal Bar and further, those who wish to engage with Chambers' specialist areas.

The Great James Street Pupillage Policy Document aims to enshrine the vision and commitment Great James Street has to nurture and guide the junior end of the Bar. Great James Street hopes to grow, not just in practice areas and numbers, but also in the number of successful junior practitioners it hopes to produce for the future and longevity of the Bar.

Great James Street has a strong and proud history and it hopes to continue to be seen as a Chambers renowned for its inclusivity, diversity and integrity, instilling these principles in its future pupils.

1. Responsibility for Pupils

- 1.1. The Pupillage Committee shall have general responsibility for pupillage matters in Chambers and shall comprise of no fewer than two members of Chambers.
- 1.2. The Pupillage Committee should so far as possible include persons of different ages, genders and different social, racial and cultural backgrounds.
- 1.3. The Pupillage Committee will always include at least one member of the Management Committee who will also appoint the other one or more members to assist him/her with all matters related to Pupillage.
- 1.4. The Pupillage Committee will allocate each pupil to either one or two pupil supervisors (depending on availability) who will be responsible for overseeing the day to day training of the pupil.
- 1.5. The Pupillage Committee will meet regularly to discuss any matters regarding pupils and the training and assessment of the pupils.
- 1.6. Decisions of the Pupillage Committee will be taken by a simple majority vote and in the event of a tie on any issue the matter shall be referred to the Management Committee for decision.
- 1.7. Members of the Pupillage Committee should be familiar with the Equality and Diversity Code for the Bar and the applicable selection criteria and should be made aware and trained in fair recruitment and equality and diversity training.

2. Selection of Pupils

- 2.1. The number of pupillages to be offered in one year shall be dependent on the finances and goals of Chambers. At present, it is hoped that one pupillage will be offered annually to organically grow Chambers and maintain a strong junior end. Pupillage will be advertised on the Pupillage Gateway, Chambers' website, in accordance with Bar Council regulations and will be advertised on any website designated for that purpose. At present that is the Pupillage Gateway website – www.pupillagegateway.com. Pupillage vacancies may also be further advertised in such other way as shall year on year decided by the Pupillage Committee, provided that such other way is authorised by the Bar Council and/or the Bar Standards Board. The timetable for the 2025/2026 round of applications, with pupillage starting in September/October 2026, is as follows:

- Friday 21 November 2025 , 11:59(pm) - AETOs publish advertisements on the Gateway
- Monday 24 November 2025 , 12:01(am) - Applicants view advertisements: applicants may access the Pupillage Gateway to browse vacancies.
- Monday 05 January 2026 , 11:00(am) - Applicants can apply: the submissions window for applications opens and applicants can start, edit, and submit their applications.
- Thursday 22 January 2026 , 11:59(pm) - Applicants must complete their applications: the submissions window for applications closes and no further applications or amendments to applications are allowed. AETOs can begin to download and assess applications and acknowledge receipt of applications. They can also begin to sift through applications, shortlist applicants and conduct interviews.
- Friday 23 January 2026 - AETOs can access Gateway applications
- Friday 08 May 2026 , 09:30(am) - AETOs make offers to applicants: AETOs will make offers either through the Gateway system, by phone, or by email. All offers will be made on the same day at the same time.
- Friday 15 May 2026 , 09:30(am) - Applicants' deadline for accepting initial offers: all applicants have a 7-day deadline to communicate acceptance of an offer (if any). Applicants will be able to accept an offer anytime up to the deadline.

If an AETO's offer is declined by an applicant within the 7-day deadline, then they may immediately make a second-round offer.

If the 7-day deadline passes without the applicant accepting the offer, AETOs should send out second round offers within a reasonable time period.

- 2.2. Chambers will offer to take on a maximum of two pupils a year which shall be for twelve months terminable at the end of the first six months by either Chambers or the pupil.
- 2.3. Chambers will make reasonable adjustments for disabled persons or persons with special needs.
- 2.4. If more than one pupillage is offered, pupils will ideally commence their first six on the same date to provide support for one another and to foster a supportive culture to bring about excellent standards.
- 2.5. The Pupillage Committee shall take on the duties of the recruitment of pupils and the planning, implementation and review of pupil training.
- 2.6. The Management Committee in conjunction with the other member/s of the Pupillage Committee will decide the number of vacancies annually. If Chambers needs to depart from its usual number of pupillage places offered in any given year due to financial considerations this decision ultimately is made by the Management Committee.
- 2.7. The Pupillage Committee scores each application using a weighted selection criteria and each team member provides a short list of their preferred candidates which then forms the basis of discussion at a meeting to select those candidates to go forward for interview.
- 2.8. Unfortunately, due to the volume of applications we receive, feedback cannot be given to those not invited to interview.

- 2.9. Interviews are conducted by a panel of members all on the same weekend if possible and against the same criteria. Where there are a significant number of able candidates a second round of interviews may be held.
- 2.10. Interviews are structured to ensure that similar areas relating to selection criteria are covered by all the questions put to the different candidates in order to ensure uniformity and fairness in interviews.
- 2.11. Each interview lasts for a maximum of sixty minutes and each member scores the candidates individually and objectively.
- 2.12. A meeting of the Pupillage Committee is then called within 14 days of the interviews and references may be taken up in this time. Offers of pupillage are made by a member of the Pupillage Committee to the most suitable candidates with a list of reserve candidates in case of non-acceptance.
- 2.13. The offer of pupillage will contain the date of commencement, details of supervision arrangements, details of the award to be made to the pupil, a copy of the Pupillage Policy and such other information as the BSB may from time to time require.
- 2.14. All unsuccessful interviewees are notified promptly and all requests for constructive feedback from interviewees are answered as soon as reasonably practicable.
- 2.15. All offers of pupillage are conditional on candidates passing all parts of the Bar Professional Training Course.
- 2.16. One member from the Pupillage Committee will review the effectiveness of the selection process in a brief written report annually to be read by Management Committee, action points to be taken and filed.

3. Financing of Pupillage

- 3.1. Pupils will not be employed by Great James Street Chambers and the payment of the pupillage award confers on the Pupil no employment status or any employee rights or benefits.
- 3.2. Chambers will offer a pupillage award of £45,000, which consists of £3,750 per month for the first 6 months of pupillage (a total of £22,500) and guaranteed minimum received earnings of £3,750 minimum per month in the second 6 months (a minimum of £22,500).
- 3.3. Finance so offered is intended to cover all additional expenses incurred during pupillage, save for travel outside Zones 1 - 6 in the first six months and Chambers will in addition reimburse the incurred fees of all compulsory pupillage courses.

- 3.4. In the first six months, reasonable and necessary travel expenses incurred for the purposes of pupillage outside Zones 1 - 6, are also reimbursable on the presumption that the least expensive form of travel is used, which still permits the pupil to attend where and when required or due to do so.
- 3.5. In the second six months the guaranteed received earnings cover travel expenses for the purposes of pupillage during that month and only travel expenses outside the South Eastern circuit will be claimable over and above that guaranteed sum.
- 3.6. This award is paid in monthly instalments in arrears unless, at the discretion of the Pupillage Committee, it is agreed to be paid monthly in advance. In the event of severe financial hardship, a pupil may approach his/her Pupil Supervisor.
- 3.7. Pupils are not required to pay Chambers' expenses on any fees received during their pupillage.

4. Role and Duties of Pupil Supervisors

- 4.1. Chambers is a well-established criminal set with strong and unique specialist areas. Recruitment of pupils is intended to build upon these areas and maintain exceptional standards of advocacy and integrity at the Bar.
- 4.2. It is Chambers' policy to assign each pupil two pupil supervisors, if possible, who have overall responsibility for the pupil throughout his/her pupillage.
- 4.3. Chambers will appoint pupil supervisors whose level of experience is well in excess of the acceptable minimum and most supervisors will be not less than 10 years' call. Whatever the supervisor's level of call, Chambers will ensure that all supervisors meet the minimum requirements imposed by the BSB from time to time and have received the requisite training.
- 4.4. The Pupillage Committee shall, in consultation with the Management Committee, consider and approve all new pupil supervisors in Chambers. Chambers is aware of the need for refresher courses after 5 years and for refresher training after 3 years without a pupil. Pupil supervisors will be aware of the relevant guidance in the Pupillage Handbook.
- 4.5. In the event that a pupil's supervisor is absent or unavailable for a period of time and it is considered that there is a risk that the pupil will be prejudiced in his or her training and/or ability to demonstrate the achievement of the BSB's competencies, arrangements will be made for the appointment of an alternative supervisor.
- 4.6. Chambers will ensure that pupils are exposed to a suitable level of work that will enable them to satisfactorily complete their pupillage.

4.7. Pupil supervisors are required to:

- i. Permit their pupils to see their papers;
- ii. Supervise and comment upon the work of their pupil;
- iii. Ensure their pupil attends Court with him/her or another member of Chambers in appropriate cases;
- iv. Ensure the pupil sees the work of junior members;
- v. Supervise any work received by the pupil in his/her own right as far as reasonably practicable;
- vi. Ensure that the Pupillage Training Programme is completed satisfactorily as the pupillage progresses; and
- vii. Ensure that arrangements are made for their pupil(s) when any pupil is not working with or for the supervisor, in particular in terms of ensuring, if appropriate, that alternative work is organised for the pupil(s) with or for other Members of Chambers.

5. The Roles and Duties of Pupils

- 5.1. At the commencement of pupillage, each pupil is given a copy of this Policy Document, the Equality & Diversity Policy, the Harassment Policy and any other Policy Document relevant to pupillage together with the pupillage file including the appropriate Pupillage Training Programme. Attention is accordingly drawn to the grievance policy contained herein and to the BSB Handbook.
- 5.2. Pupils must register their pupillage with the Bar Standards Board on the prescribed form by the prescribed deadline. Any changes in pupillage must be notified to the Bar Standards Board on the prescribed form and in the prescribed manner.
- 5.3. Pupils will have use of all the facilities (20 Old Bailey, LEX, Westlaw) available to Chambers' members and in particular that available to his/her Pupil Supervisor. They do not have the use of the staff other than in respect of professional work on which they are instructed. Pupils shall require authorisation from their pupil supervisor or Senior Clerk to use Chambers' letterhead.
- 5.4. Pupils are expected to adhere to the same standard of professional conduct and dress as all Members of Chambers and practising members of the Bar, to include such professional dress codes/or Practice Directions as are currently in force at any one time.
- 5.5. Pupils are required:
 - i. To keep regular attendances except as agreed with the Pupil Supervisor;

- ii. To update their Pupil Supervisor and / or Clerks when they have completed any set work or hearing;
- iii. To inform the Pupil Supervisor if they unable to attend on any particular day;
- iv. Not to use the 'paid for' office facilities (ie book conference rooms) without prior approval;
- v. To preserve confidentiality regarding professional and lay clients and of Chambers 'affairs';
- vi. Not on any account to make photocopies of any papers save with the prior consent of the Pupil Supervisor;
- vii. Only to contact professional clients regarding a matter in which a member of Chambers is instructed if requested to do so by that member; and
- viii. To wear clothing appropriate to Chambers and to Court

6. Pupillage Training Programme– First Six Months

- 6.1. An induction in line with Chapter 10 of the Pupillage Handbook will be provided to all pupils on commencement of pupillage.
- 6.2. The Pupil Supervisor will be responsible for arranging the induction, which will include:
 - i. A general introduction to Chambers management structure;
 - ii. Introducing pupils to other members of Chambers, the clerks and other staff
 - iii. Discussing the structure of pupillage, hours of work, training, time needed spent in the Inn Libraries, photocopying, security of and access to Chambers, etc
 - iv. Discussing appearance, confidentiality and conduct with solicitors and precisely what will be expected during pupillage ; and
 - v. Dealing with any questions or worries expressed by the pupil.
- 6.3. Thereafter, the pupil normally works with the pupil supervisor and is subject to his/her overall supervision. The pupil's training consists of attending Court, carrying out legal research and drafting opinions and other papers. The pupil will maintain regular contact with the other practitioners in Chambers by meeting with them at least once a fortnight to discuss any issues (personal and work related) that the either members or the pupil wish to address. In addition to this the pupil will be made available to other members of Chambers should any shadowing or research opportunities arise. As a small set we anticipate this to happen regularly

and the pupil will have contact and be exposed to other member's work to a great depth. In the absence of court or tribunal attendances, Chambers will ensure that training can be carried out by remote means using all technological means available.

- 6.4. The pupil supervisor monitors the pupil's progress by the standard of the work done and discussing with the pupil how the work is proceeding. Each pupil is provided with a copy of the pupillage file with the relevant training programme(s) and the Professional Statement Competencies. The pupil will be monitored to make sure the training programme is used and a diary completed as the pupillage progresses in order to achieve the BSB's competencies. The training programme is reviewed regularly by the pupil supervisor and discussions will be held to ensure that the competencies are being met on an ongoing basis.
- 6.5. The Pupil must ensure a copy of the fully completed diary and pupillage programme is provided to the Pupillage Committee which includes completion of all the relevant parts of the programme, namely the four core skills and one additional specialist area and the satisfactory achievement of the BSB's competences.
- 6.6. Mandatory competences must be demonstrated, for example by maintaining a written record of relevant work done and issues considered, completing written work generally and also in connection with the pupil supervisor's case load, in house advocacy sessions, active involvement in the preparation for conferences. Pupil supervisors are aware of the importance of written and oral feedback on work done or competences demonstrated.
- 6.7. In the latter months of the first six months pupillage, pupils attend Court with other members of Chambers to ensure a spread of experience to include crime, immigration, extradition, and other specialist areas of work in preparation for the nature of work and advocacy that may be required of them in the second six months.
- 6.8. On completion of the first six, pupils must submit in an approved manner to the Bar Standards Board, a satisfactorily completed and signed certificate verifying completion of the first six and must register a second six with the Bar Standards Board. No pupil will have rights of audience until they are in receipt of a confirmatory email from the Bar Standards Board to that effect or a Provisional Qualification Certificate (PQC).

7. Pupillage Training Programme – The Second Six Months

- 7.1. Pupil supervisors may change after six months.
- 7.2. By the end of the second week of the last month of the first six months the pupil will indicate to the Pupillage Committee whether they wish to determine the pupillage or the second six months is required. The Management Committee will then:

- i. Ask pupil supervisors whether the first six months have been completed to their satisfaction and whether they recommend continuation of the pupillage; and then
- ii. Inform the pupil whether the pupillage is to be continued or determined after having regard to the recommendation of pupil-supervisors and pupillage policies

7.3. Should the Pupillage Committee decide to determine the pupillage at the end of the first six months then the pupil may appeal that decision by letter to the Management Committee.

7.4. Before a pupil can exercise rights of audience they must be in possession of the confirmatory email or PQC referred to in paragraph 6.8 above. No hearings will be allocated to second six pupils not entitled to exercise rights of audience. Second six pupils must also register with the office of the Information Commissioner.

7.5. Pupil supervisors will keep a watch on their pupil(s) in the second six and provide them with such assistance as may be required, to include discussing matters with any pupil and/or liaising with the Pupillage Committee as appropriate.

7.6. It is Chambers policy that whilst a pupil will undertake work on his/her own behalf during the second six months he/she remains a pupil, with the duties of such and that the pupil supervisor carries out his/her duties in relation to the pupil.

7.7. No Chambers' commission or other Chambers' expenses are payable by the pupil during the second 6 months of pupillage.

7.8. The pupil supervisor's responsibility in relation to the pupillage training programme remains as above and he/she is responsible for ensuring that such other forms and records relating to pupillage as may from time to time be required by the Bar Council and/or the Bar Standards Board and / or the Inns of Court are maintained and completed on time. It is each pupil's responsibility to submit their completed training programme, if required, and a certificate of satisfactory completion of the second six pupillage to the Bar Standards Board.

7.9. The PQC issued at the commencement of the second six will only permit a pupil to practise from these Chambers when accompanied by the permission of the relevant pupil supervisor or the Head of Chambers and Management Committee.

7.10. The Pupillage Committee will monitor and record in writing any positive or negative feedback from Solicitors/lay clients in respect of any work undertaken and report back to the pupil supervisor concerned and the Pupillage Committee.

8. Termination of Pupillage/Disciplinary

8.1. Chambers is entitled to withdraw the pupillage prior to its commencement and to terminate the pupillage during the pupillage year with immediate effect at any time if:

- i. The pupil commits a serious breach of the BSB Handbook/Code of Conduct;
- ii. The pupil is guilty of a serious or persistent breach of Chambers' policies, procedures or codes of conduct applicable to him or her;
- iii. The pupil is convicted of a criminal offence (other than an offence under any road traffic legislation in the UK or elsewhere for which a fine or non-custodial penalty is imposed);
- iv. The pupil fails to meet the minimum attendance or other regulatory requirements set by the BSB for commencing or completing the non-practising periods of the pupil's pupillage training;
- v. During the practicing period of the pupillage, the pupil ceases to hold a valid practicing certificate;
- vi. The pupil's actions or omissions (whether in the course of the pupillage or not) bring or are such as to risk bringing the reputation of Chambers or its members into disrepute or to prejudice the interest of Chambers, or;
- vii. The pupil's immigration status means he or she ceases to be eligible to undertake or complete the pupillage.

8.2. Chambers reserves the right to seek repayment from the pupil of such part of the Award as may already have been paid in the case of withdrawal of the pupillage prior to its commencement or termination of the pupillage during the pupillage year, on one or more of the above grounds.

8.3. The decision to withdraw or terminate a pupillage will be taken by the Management Committee, excluding the Head of Chambers, to whom the right of appeal lies, based on a recommendation from the Pupillage Committee.

8.4. The pupil will have the right to appeal the decision to the Head of Chambers. The grounds of appeal should be set out in writing within 14 days of the pupil being notified of the decision to withdraw or terminate the pupillage and a final decision will be taken by the Head of Chambers within a further 7 days.

9. Harassment

9.1. Harassment is any form of unwanted conduct relating to age, disability, gender, gender reassignment, race, religion, belief, sex or sexual orientation which has the aim or effect of violating a person's dignity, or which creates an intimidating, hostile, degrading, humiliating or offensive environment for that person or a witness to the conduct; or where a person engages in unwanted conduct of a sexual nature (or related to gender reassignment or sex) which has such aim or effect and, because the recipient rejected or submitted to that conduct, treats the recipient less favourably than if they had not rejected or submitted to it.

9.2. Chambers deems all such conduct impermissible.

9.3. In the event of suffering harassment, a pupil should adopt the grievance procedure referred to below. Individuals suffering harassment are also referred to the avenues for redress set out in the Supporting Information to the BSB Handbook Equality Rules, which is available from the BSB.

10. Assessments and Recruitment

10.1. Chambers acknowledges that the standard of performance which a pupil's work must achieve is the standard at which the work (whether oral advocacy or written work) professionally addresses all the outcomes and vision raised in this policy document and provides a valuable service to the client. To that end, pupils are provided with objective appraisals of their progress by their pupil supervisor and by the Pupillage Committee throughout their pupillage. Those appraisals will be conducted as follows:

- i. Pupil Supervisor Appraisals – these will take place towards the end of a pupil's third, sixth, ninth, and twelfth month in pupillage.
- ii. Pupillage Committee Appraisals – these will take place before the end of the sixth month and before the end of the twelfth month pupillage after the relevant pupil supervisor appraisal. The pupillage Committee in consultation with the relevant pupil supervisor, shall provide the pupil with an assessment of the pupil's progress.

10.2. The Management Committee following a consultation with the Members of the Pupillage Committee make the decision on whether or not to offer a full membership to a pupil. The following steps should be taken before a decision on full membership is made:

- i. Towards the end of the second six the pupil supervisor, members of the Pupillage Committee and Management Committee will meet to discuss and record their assessment of any pupil eligible for full membership;
- ii. Interview; and

iii. Members of the Management Committee will then decide whether to offer a full membership to the pupil, upon the recommendation of the Pupillage Committee. The decision will not be unreasonably over-turned.

10.3. The Management Committee will then make a written offer to all pupils voted on for full membership and include with it the offer and acceptance form, Constitution and Appendices. No offer of membership shall be deemed accepted until written acceptance is received or the pupil being offered membership has signed the Appendices to Chambers' Constitution.

10.4. Any pupil accepting an offer of membership and intending to practice as a barrister should be in receipt of a Full Qualification Certificate from the Bar Standards Board and must return to the Bar Standards Board a completed Notification of Status form.

10.5. Professional indemnity insurance cover of any pupil under the relevant pupil supervisor's own insurance does not extend beyond the end of pupillage and thereafter the obtaining of mandatory insurance cover is each individual's own responsibility.

11. Probationary Membership

11.1. In the event that a pupil is not successful in securing full membership, a probationary membership may be offered to them, or in the alternative Chambers will do its utmost to assist the pupil in finding opportunities in another set of Chambers. Squatting is discouraged but in exceptional circumstances Chambers can accommodate those pupils not taken on for up to three months from the date of the decision on Membership.

11.2. Probationary members can be occasionally recruited according to Chambers' needs. Vacancies will be advertised on an ad hoc basis.

12. Hours, Holidays and Sickness

12.1. Pupils are entitled to 4 weeks (20 days) leave per annum (after having been in pupillage for 13 weeks). This period excludes Bank Holidays and periods when Chambers is closed. Any period longer than 10 days during the non-practising six months must be made up by an equivalent extra period at the end of that particular part of pupillage. Longer periods of leave generally require permission from the Qualifications Committee and must be compensated for by an extension of the overall period of pupillage.

- 12.2. Pupils are required to be engaged on pupillage activities for at least 35 hours per week, but for no longer than 48 hours per week.
- 12.3. All holidays must be agreed in advance with the pupil supervisor or if the pupil supervisor is unavailable, a member of the Pupillage Committee.
- 12.4. If a pupil has more than 5 days sick leave in either six month period of pupillage, their pupillage must be extended by the period of absence.
- 12.5. A pupil must notify the Bar Standards Board on the prescribed form of any extension in the period of pupillage due to holidays or sickness.

13. Mini-Pupillage

- 13.1. Chambers offers mini-pupillage and applications can be made at any time of the year. It is likely that the dates offered will coincide with specific mini pupillage weeks in Chambers normally arranged to coincide with academic holidays and will last for one week (5 working days)
- 13.2. Applications for mini pupillage must be made in writing by emailing a CV and Cover letter to clerks@Great-James.co.uk
- 13.3. Applicants must indicate likely dates of availability when applying. As with pupillage, Chambers is willing to make reasonable adjustments for disabled candidates.
- 13.4. Chambers offers mini-pupillage both for recruitment purposes and in order to afford an opportunity to those considering a career at the Bar to see what life is like at the Bar and in Chambers. As a reflection of the fact that the prospective mini pupils are likely to be at an earlier stage in their legal education, applications are not subjected to the same degree of assessment as for pupillage but will be assessed broadly in accordance with the criteria we apply to pupillage application.
- 13.5. Chambers offers opportunities for those considering a career at the Bar to shadow the clerks' room for one day. Applicants will be invited to join the virtual clerks' room via Skype and will have the opportunity to observe the clerking team and the Chambers' management system in action. This opportunity gives insight into the procedures and workings within a busy clerks' room. Applicants are encouraged to ask questions and participate during their experience as much as practicably possible. This opportunity is replicated for pupils in their first six as part of the training programme and to all junior members as part of our ongoing training commitment.

14. Grievance Procedure for Pupils

- 14.1. Pupils should feel entitled to discuss any private concerns with his or her pupil supervisor.
- 14.2. Any such discussion between pupil and pupil supervisor is viewed as a matter of confidence between them and shall not without the other's agreement be discussed with any other Member of Chambers nor any action taken save and except the matter may be communicated to the Management Committee in the exceptional circumstances set out in the next paragraph.
- 14.3. Where a pupil supervisor considers that, notwithstanding the fact that the pupil reporting to him or her would prefer the matters communicated to remain confidential between them and no action to be taken, the content of that report is of such a serious nature and/or gravity as to require a report of the conversation to be made to the Management Committee he or she shall not be considered to have breached that primary duty of confidence by communicating the matter to the Management Committee.
- 14.4. Following a report of any matter of less serious concern to a pupil supervisor it shall be the duty of that pupil supervisor to discuss the matter with the pupil and assist in finding a course of action to rectify the problem or matter concerning the pupil.
- 14.5. Where a pupil supervisor feels unable to do so or considers that it is not appropriate to resolve such a difficulty informally upon his/her own authority or has attempted to do so but has failed to rectify the issue, the Management Committee is available to any such pupil supervisor to discuss any matter raised and to assist in recommending or in taking any appropriate action. This discussion shall only take place with the pupil's prior agreement.
- 14.6. Where a pupil feels unable to discuss a matter or grievance with his or her pupil supervisor then that pupil should feel free to approach any member of the Pupillage Committee in whom he or she finds confidence with.
- 14.7. If resolution of the complaint is not possible then the pupil should set out the grievance in writing to the Management Committee for investigation. Ultimate authority and sanction in relation to the conduct of affairs within Chambers lies with the Management Committee. In any case of grievance he/she may take such steps as he/she may consider fit to deal with the matter and the formal or informal procedure appropriate.

15. Distribution of Work

- 15.1. Chambers, including all Members of Chambers and staff recognises that there must be no discrimination against a pupil on grounds of age, gender reassignment, marital status, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex, sexual orientation, political affiliation, socio-economic background or disability. Chambers complies with the requirements of the Equality and Diversity Code for the Bar.
- 15.2. No pupil will be discriminated against on such grounds in the opportunities for training or gaining experience which are afforded to him or her; in the benefits, facilities or services which are afforded to him or her; or in the termination of pupillage.
- 15.3. Chambers will ensure that the distribution of briefs, instructions and other work amongst working pupils is carried out in a manner that is fair to all pupils and that such distribution is systematically monitored by the Pupillage Committee who shall periodically consider the comparisons of cases received, payments received and work billed by all pupils at any given time.
- 15.4. A review will be carried out by the Pupillage Committee in conjunction with the pupil supervisor during the second six to discuss the types of work the pupil has received to ensure that this is supporting their development.
- 15.5. Chambers adopts the Guidance appended to the Code of Conduct and contained in the Equality and Diversity Code for the Bar in relation to distribution of work in Chambers as set out in the BSB guidelines.