



3 stone buildings  
London & New York

## **PUPILLAGE POLICY DOCUMENT**

3 Stone Buildings operates the following policy with regard to the conduct of pupillage.

- Chambers will appoint each year a Pupillage Secretary, a Mini-Pupillage Secretary and a Pupillage Committee comprising at least 3 members of Chambers (at least one of whom should be male and one female and which should, so far as possible, represent the full diversity of Chambers as well as the different levels of seniority).
- The Pupillage Committee will review the following policy each year and report to a Chambers Meeting following that review.

### **(A) NUMBER OF PUPILS**

- There will usually be one or two twelve-month pupillages, running from late September or early October.
- Chambers will consider offering third-six month pupillages in exceptional circumstances.

### **(B) FUNDING OF PUPILLAGE**

Chambers will offer at least one major award each year, the amount of which changes from year to year - please check our OLPAS entry for the latest figures. Chambers may offer one minor award of the Bar Council minimum (currently £10,000 per annum), but this is discretionary.

In the absence of any other arrangement being made, awards will be paid in four instalments in advance at three-monthly intervals, the first instalment being paid at the commencement of the pupillage. Chambers reserves the right to withhold instalments and/or to require repayment on a *pro rata* basis in the event of early termination of the pupillage for any reason.

### **(C) SELECTION OF PUPILS**

Applications are to be made through OLPAS (Online Pupillage Application System) on the standard application form and according to the timetable laid down by OLPAS. Candidates who are exempt from OLPAS will also be considered and should apply in writing at the same time as (or shortly before) OLPAS applications are made to Chambers.

All applications will be considered by at least 2 members of Chambers who will select candidates for interview. The selected candidates will then be interviewed whenever possible by at least 3 members of Chambers (including except where prevented by immediate circumstance at least one male and one female interviewer and reflecting where possible the full diversity of Chambers as well as the different levels of seniority). The interview will last approximately 30 minutes and will involve a legal question which will be explained to the candidate immediately prior to the interview.

The format of all interviews will be similar and the legal question will be the same for all candidates in any year.

There may be a second round of interviews, depending on the results of the first round.

The interview panel will then decide the pupillages and awards to be offered.

If the above process does not result in at least one pupillage being filled, any further applications will be considered as and when they are received. The same process (adapted as appropriate) will be adopted in relation to those applications as outlined above.

The selection of pupils will at all times be carried out in accordance with the Chambers Equality Code.

#### **(D) PATTERN OF PUPILLAGE**

Pupils will usually spend the pupillage with between two and four different pupil supervisors for three months each, although *ad hoc* arrangements to enable the pupil to see particular cases or types of work with other members of chambers may be made. Pupils work at a desk in their pupil supervisors' room, not on their own.

Almost all of Chambers' work is done in London.

Pupils will not be expected to pay for travel or accommodation expenses when accompanying their pupil supervisor to conferences or court appearances.

Chambers will pay for all compulsory further training and education organised by the General Council of the Bar and/or the Inns of Court.

#### **(E) THE ROLE AND DUTIES OF PUPILS**

Pupils are expected to work a five day week with their pupil supervisors. Pupils are not expected to take their pupil supervisors' work home and should not do so without the express permission of their pupil supervisor.

The balance of work will depend on the individual pupil supervisor, but in all cases pupils will be expected:-

- (1) to read all necessary papers in advance of any conference or court appearance. This is not always, but is usually, possible;
- (2) to attend conferences and consultations with their pupil supervisor, making notes of the instructions and advice given;
- (3) to attend court with their pupil supervisor, noting advice given and making full notes of any oral evidence and judgment. It is not necessary for pupils to be robed;
- (4) to undertake both directed and original legal research for their pupil supervisor;
- (5) wherever practicable, to undertake the written work involved in any set of papers in advance of their pupil supervisor doing so. Written work will involve pleadings, skeleton arguments, affidavits, opinions, and (in some cases) non-contentious drafting;
- (6) to discuss all aspects of their pupil supervisor's work with him or her.

It is essential that pupils should at all times observe their professional obligations of confidentiality, and pupils in their second or subsequent six months of pupillage (or following mini-pupillages) must be fully aware of the risk that knowledge obtained in other chambers might give rise to a conflict of interest. If a pupil considers that there is any risk of such a conflict he should immediately report the matter to his or her pupil supervisor or another member of chambers. All pupils must be able to conduct themselves with discretion in their dealings with solicitors and clients and should not participate in discussions unless invited to do so by their pupil supervisor.

#### **(F) THE ROLE AND DUTIES OF PUPIL SUPERVISORS**

The general obligations and functions of a pupil supervisor shall be those set out in Annex C of the Bar Code of Conduct.

Pupil supervisors will regularly review the Chancery Pupillage Check List during the course of pupillage and will endeavour to ensure that pupils see all (or as much as possible) of the items referred to in the Chancery Pupillage Check List and receive an objective assessment of their progress at regular intervals throughout their pupillage.

In addition to reviewing the Check List, pupil supervisors will review the progress of each pupillage and will discuss that progress with the pupil every month.

### **(G) HOLIDAYS**

All pupils are allowed, and indeed expected, to take a reasonable amount of time off from Chambers. Any time off should be organised by the pupil with his or her pupil supervisor in advance. In general we expect pupils to take 2 weeks per 6 months of pupillage.

### **(H) WORKING PUPILS**

Pupils are occasionally asked to undertake work on their own behalf during their second six months of pupillage. In the event that work is available for pupils, that work shall be distributed among the available pupils in a fair and balanced way and in accordance with the Chambers Equality Code.

### **(I) THE GENERAL POLICY IN RELATION TO PUPILS NOT TAKEN ON AS TENANTS**

When there is no tenancy vacancy or a pupil has been unsuccessful in an application for a tenancy, Chambers strongly encourages pupils to move on to another set of chambers either where their chance of a tenancy is greater or simply in order to make themselves known more widely, and will do its best to assist pupils to find such a place. It is not normal policy to allow pupils to remain in chambers as squatters at the end of their pupillage although Chambers may allow a pupil to stay on for a defined period time at the end of his or her pupillage in order to assist the pupil in obtaining a further pupillage or a tenancy elsewhere.

### **(J) THE RECRUITMENT OF TENANTS**

#### Junior Tenants

Although Chambers reserves the right to advertise vacancies for junior tenancies, in general we expect to look internally to our own pupils first.

In the event that Chambers advertises for a new junior tenant, the following procedure will be adopted:-

- (1) Prior to the commencement of the selection process, Chambers will decide upon (a) a selection committee, (b) a first interview panel and (c) a second interview panel. Each panel will include at least one male and one female member of Chambers, except where prevented by immediate circumstances.
- (2) There will be a meeting of all those involved on the selection committee, the first interview panel and the second interview panel (together referred to as “the Tenancy Committee”) to establish the criteria to be applied to the application forms and interviews and the form which the interviews and written questions will take.
- (3) The criteria will be written down and be available to applicants if requested.
- (4) Applicants will be invited to apply using Chambers’ own application form (and also an equal opportunities questionnaire).
- (5) The selection committee will review the application forms and, applying the criteria decided upon, will select the applicants who will be invited to attend the first interview (“the first interviewees”).
- (6) The first interviewees will be invited to collect from Chambers at a pre-designated time a written problem (“the first written problem”), a written answer to which must be submitted to Chambers by a certain time.

(7) The first interview panel will consider the written answers to the first written problem and interview the first interviewees. That interview will last between approximately 30 to 40 minutes and will include a consideration of the applicants written answer to the first written problem. The format of all interviews will be similar.

(8) The first interview panel, applying the criteria decided upon, will select the first interviewees who will be invited to attend the second interview (“the second interviewees”).

(9) The second interviewees will be invited to collect from Chambers at a pre-designated time a second written problem (“the second written problem”). The second written problem will require a preliminary written answer to be submitted to Chambers by a certain time and will make it clear that part of the second interview may involve a mock conference concerning the second written problem.

(10) The second interview panel will consider the written answers to the second written problem and interview the second interviewees. That interview will last approximately 40 to 50 minutes and may include a mock conference concerning the second written problem and consideration of the applicant’s written answer to the second written problem. The format of all interviews will be similar.

(11) Following completion of all the second interviews, the Tenancy Committee will hold a meeting to decide which applicant or applicants (if any) to recommend that Chambers takes on as a tenant.

(12) The recommendation(s) of the Tenancy Committee will be circulated to all members of Chambers.

(13) Any member of Chambers and the Senior Clerk will be entitled to request the opportunity to interview (or re-interview) the recommended applicant(s).

(14) A Chambers Meeting will be held to decide whether or not to offer a tenancy to the recommended applicant(s). Any decisions will be taken in accordance with the Chambers’ Constitution.

#### Senior Members

Any application to join Chambers from an applicant who is not seeking to join Chambers as the junior tenant will be considered by the Head of Chambers in the first instance.

Any decision as to whether or not to offer the candidate a tenancy shall be taken by Chambers in a Chambers Meeting. Any such decision shall be taken in accordance with the Chambers’ Constitution.

The selection of tenants will at all times be carried out in accordance with the Chambers Equality Code.

#### **(J) MINI-PUPILLAGES**

The administration of mini-pupillage matters and the selection of mini-pupils shall be the responsibility of the mini-pupillage secretary.

The mini-pupillage secretary shall arrange a mini-pupil supervisor for each mini-pupil who shall be responsible for the mini-pupil during his or her visit to Chambers.

#### **CHAMBER’S COMPLAINTS AND GRIEVANCE PROCEDURES**

Should any applicant to Chambers, or a member of Chambers or a member of staff have any complaint about the selection procedure or indeed any other matter he or she shall be entitled to make a formal complaint and shall do so in accordance with the Chambers Complaints Policy.(copies of which can be found on the website: <http://www.3sb.law.co.uk>).