



# KENWORTHYS CHAMBERS PUPILLAGE AND RECRUITMENT POLICY DOCUMENT

## Introduction to Chambers

Kenworthys Chambers is led by Head of Chambers Mr Barry Grennan and a strong Management Committee made up of barristers and the Practice Manager. We take a positive approach to the fast changing legal landscape and look to bring innovative solutions to the challenges faced by the legal profession today. This is evident in the way we have steadily expanded in numbers of Members, Staff and Practice Area's. Here at Kenworthys we regard pupillage as an integral part of the growth and development of Chambers and endeavours to offer two pupillages per 12 month period. We advertise pupillage vacancies through Pupillage Gateway in accordance with the Pupillage Funding & Advertising Requirements and the Equality and Diversity Code for the Bar.

The application process is taken seriously by Chambers and we consider all applications for pupillage fairly. We are committed to establishing a well-defined selection procedures, ensuring that all Pupils are funded in accordance with the Pupillage Funding & Advertising Requirements, establishing and following a written training programme based upon a written and approved checklist, ensuring that the distribution of work between Pupils is done so fairly, complying with pupillage monitoring requirements, and we are committed to ensuring Equal Opportunities policy are reviewed with Chambers Equality Officer are reviewed and monitored

Kenworthy's Chambers, Arlington House, Bloom Street, Salford, Manchester, M3 6AJ.  
telephone: 0161 832 4036 fax: 0161 832 0370  
website: [www.kenworthyschambers.co.uk](http://www.kenworthyschambers.co.uk) email: [maria@kenworthysbarristers.co.uk](mailto:maria@kenworthysbarristers.co.uk)

## **Pupillage Offered**

Kenworthys is able to offer two 12 – month pupillages most years. Pupillage award is currently £12000.00 per annum, plus expenses over and above daily travel (during non practising period). The £12000.00 is made up of guaranteed £6000.00 for the First Sixth and guaranteed earnings of £6000.00 for the Second Sixth Pupillage.

New Pupils will be informed of their Pupil Supervisor at least 7 days before commencement

## Pupillage Committee

The Pupillage Committee is made up of Head of Chambers and a further four members of Chambers. The Pupillage Committee will be diverse and will represent a range of seniority and include at least one member of each gender.

Our Current Committee consists of:

Mr Barry Grennan – Head of Chambers, Chudi Grant – Chair, Shysta Habib, Sara Haque and Anisa Niaz (in capacity of Equality Officer) The Pupillage Committee will have the responsibility reviewing and revising this Pupillage & Recruitment Policy Document. Advertising any pupillages offered, registering pupillages and all arrangements and conduct of interviews for selected candidates. This will include:

- (a) reviewing and setting the interview questions and marking system that will be used to assess the candidates;
- (b) timetabling for interviews, together with the panel of members of Chambers;
- (c) formulating appropriate questions and topical problem and agreeing the marking system to be used to assess the candidates; and
- (d) if requested, providing feedback to any candidate.

All members of the Pupillage Committee will have completed the Selection and Recruitment training as required by the BSB and be familiar with the Equality and Diversity code of the BAR as well as Chambers current policies.

Further responsibilities allocated to Pupil Supervisor

- (a) setting and assessing paperwork and advocacy tests/ scenarios for the Pupils
- (b) providing regular feedback and guidance
- (c) Monthly reviews to ensure training is on schedule and plan any future requirements. Pupil has the opportunity to discuss any concerns.

(d) ensuring that at the end of each period of pupillage the certificate of satisfactory completion of pupillage is signed and submitted to the BSB;

**Additional Responsibilities**

Provide regular feedback and guidance to Pupils;

Organise in-house advocacy training and observe pupils during practising period

## Selection Procedure

Kenworthys Chambers are looking for Pupils with proven academic ability and with a character that we believe will fit in and work well with Chambers.

Kenworthys is a member of the Pupillage Gateway all applications are to be made via the Gateway at [www.Pupillagegateway.com](http://www.Pupillagegateway.com).

The whole pupillage process is overseen by the Chairman of the Pupillage Committee Mr Chudi Grant. The procedure followed by his committee members are detailed below:-

Applications received are reviewed by three members of Pupillage Committee. Each application is assessed in accordance with the pre-determined selection criterion which is applied consistently to all applicants. At least two members of the committee must reject an application for the applicant not to be offered an interview. If there are any discrepancies / disagreements The Pupillage Chair and Equality Officer will review the applications and their decision will prevail.

When considering the paper applications, our selection criteria focus's on:

- (a) Academic record – Minimum 2:1 at undergraduate level
- (b) Experience and skills
- (c) Ambition and Determination
- (d) Motivation and Initiative
- (e) Highest ethical and professional calibre

Following this initial stage, a shortlist will be drawn up from all applications of those who are to be invited for a First Interview. All interviewees will be sent a copy of this policy.

Following this First Interview and assessment by the committee, if the applicant is successful at first round they will be invited back for a Second and final Interview. Candidates will be required to present a debatable topic of their choice (10 minute presentation) and then open the subject to debate with the panel members (30 minutes is allowed for this element of the interview). Following this session a few topical questions may be asked for the panel to gain a better understanding of the individual, before making final decisions.

Following all interviews decisions will be made by the panel and offers made to the successful candidates. If for whatever reason the candidate/s do not accept pupillage, further offers will be made to 3<sup>rd</sup> and or 4<sup>th</sup> reserve list places.

All offers will be required to provide two satisfactory references

Records and documentation relating to selection decisions will be kept for a period one year and then securely destroyed as per Chambers policy.

## **Pupillage**

The successful applicant, becoming the Pupil of Kenworthys Chambers, will be allocated a Pupil Supervisor and notified 7 days before the start date.

Once pupillage has been confirmed Pupils must register his / her pupillage with the BSB in accordance with the Rules and Regulations. Dependant on prior experience pupils should be made aware of the reduction of pupillage criteria and if applicable make enquiries with the Bar Council's Education and Training Department.

On the first day of pupillage, Pupils will be greeted on arrival by The Practice Manager and Pupil Supervisor or a Member of the Pupillage Committee and provided with a copy of

- (a) This Pupillage & Recruitment Policy document;
- (b) An introduction to the structure of Kenworthys Chambers and Being a Pupil at Chambers booklet.
- (c) Detailed meeting with Chambers Administrator to complete all personnel records, including details of the location of the clerks' room, photocopier / printer, internet passwords etc.
- (d) The BSB Pupillage file (if available); and
- (e) Chambers constitution.

Pupils will then be introduced to their Pupil Supervisor and any other member of Chambers if available.

Throughout Pupillage and dependant on preferred areas of practice, Pupils may have more than one Pupil Supervisors. This is so that Pupils are able to see a wide range of different work and methods of practice;

Pupils will be paid a monthly instalment of **£1,000** in their first six months pupillage, together with any such further sum as may be necessary to reimburse expenses reasonably incurred by the Pupil on travel for the purposes of his pupillage during that month and attendance during that month at courses which he is required to attend as part of his pupillage. This will be paid on the 1<sup>st</sup> of every month.

During Pupils' second six months (practising period), they will receive no less than £1,000 per month in guaranteed earnings. Additionally, Pupils will receive such further sum as may be necessary to reimburse expenses reasonably incurred by the Pupil on travel for the purposes of his pupillage during that month; and attendance during that month at courses which he is required to attend as part of his pupillage.

Pupils are not required to pay Chambers rent or any clerk's fees on monies earned during their first six pupillage, a reduced percentage will be payable during the second six practising period on all amounts over the £1000.00 threshold.

Each Pupil will be entitled to two weeks (i.e. ten working days) holiday per six-month period as well as any statutory holidays. All leave must be discussed with their Pupil Supervisor and the Practice Manager.

Pupils should normally be expected to be in Chambers by 9:00am and unlikely to be in Chambers after 6:00pm. However, due to the nature of the profession, particularly conferences that may sometimes not finish within these times, a Pupil may occasionally be asked to work outside the above hours.

Due to the Criminal aspects of Chambers' work, Pupils should be expected to attend Court on a Saturday as and when required, this will be allocated fairly and worked on a rota basis.

At the end of pupillage, Pupils are required to lodge with the Pupillage Committee:

- (a) A copy of their checklist(s), signed by their Supervisor(s); and
- (b) Copies of their monthly review forms.

Chambers adopts and uses the Bar Standards Board Pupillage Checklist.

Together with the Pupillage Committee, each Pupil will ensure that they have a copy of the Pupillage File, Being a Pupil in Chambers Guide and the appropriate checklist by no later than the end of the first week of pupillage.

## **Pupillage Training and Continuing Education Programme**

Pupil Supervisor will meet with their Pupil on a monthly basis (to be diarised by Chambers Administrator). The focus of the meeting is to provide and discuss training, brief and de-brief on any compulsory /other courses attended /attending, feedback on their performance during pupillage and performance on any formal assessments.

During the training process, The Pupil Supervisor and Nominated members will provide in depth training on Court procedure and advocacy skills. They will ensure Pupils cover all areas that junior members of the Bar can expect to encounter in their first few months on their feet. We will also encourage and arrange observation visits to such places as CPS and Solicitors Offices, to provide Pupils with an insight into other organisations.

Pupils will be placed into everyday practical situations, testing ethical issues as well as procedural difficulties. They will also be encouraged to Judge at Moots.

In the unlikely event of a Pupil underachieving, Pupil Supervisor and Chair of the Committee will discuss any shortcomings with the Pupil and organise a programme that addresses and corrects any issues. It is equally important that all positive points are discussed, so the Pupil can build on and develop their strengths

## **Support and Complaints**

The wellbeing of Pupils during pupillage will be the responsibility of the Pupillage Committee. and Pupil Supervisor the Pupillage Chair will have meetings with the Pupil on a quarterly basis, unless any pressing issues are raised by Pupil Supervisor or any other members of chambers.

The monthly meetings are to provide support, guidance and help with any problems that may have arisen, likely to arise and/or general concerns that the Pupil may have.

If a Pupil has a complaint about pupillage and/or their Pupil Supervisor, which cannot be resolved through discussion with the Pupil Supervisor, then the complaint should be referred to the Head of the Pupillage Committee, or if not available, one of the other members of the Committee. If the complaint is still not resolved it should be referred to the Management Committee. Any complaint or grievance within the terms of Equal Opportunities Policy should be referred to Chambers Equality Officer.

## **Pupil Supervisors**

Kenworthys Chambers complies with all Pupil Supervisor requirements such as ensuring that Pupil Supervisors are barristers who are entered on the Register of Approved Pupil Supervisors maintained by the BSB, whose practice is and has been their primary occupation for the last two years.

Pupil Supervisors may only supervise one Pupil at a time, unless they have the permission of the Joint Regulations Committee.

On the first day of the Pupil's pupillage, the Pupil Supervisor will meet the Pupil at Chambers. Here, the Supervisor will talk to the Pupil and inform them of the practice and pupillage generally and introduce the Pupil to the Practice Manager and other members of Chambers, if available. The Pupil Supervisor will ensure that the Pupil receives a copy of this document and all related policies.

If the Pupil Supervisor will not be in Chambers, they will arrange for another Supervisor for that day and inform the Pupil of the arrangements made.

If at any stage the Pupil Supervisor is informed of any weakness in the Pupil's performance, then together with the Pupillage Committee will provide any extra support as is needed.

General duties of the Pupil Supervisor include organising regular appraisals. Feedback of the Pupil's work is essential and a monthly review will be conducted at the end of each month, with comments and feedback provided. The form will be given to the Pupillage Chair at the end of the period of pupillage. Quarterly reviews will also be conducted by the Pupillage Chair to ensure the Pupil is making appropriate progress and discuss any issues they may have.

The Pupil will be required to accompany their Pupil Supervisor, and other members of chambers to Court, so that the Pupil has the opportunity to gain sufficient experiences and in particular to enable the Pupil to complete the checklist.

Ensure the Pupil has an understanding and appreciation of the operation in practice of rules of conduct and etiquette at the Bar;

- (a) to ensure that the Pupil has gained sufficient practical experience of advocacy to be able to competently prepare and present a case;
- (b) to ensure that the Pupil has gained sufficient practical experience of conferences and negotiation to be able to conduct the same competently; and
- (c) to ensure that the Pupil has gained sufficient practical experience in the undertaking of legal research and the preparation of drafts and opinions to be able to undertake the same competently.

All Pupil Supervisors satisfy themselves that all reasonable steps are taken to ensure that, during pupillage, no Pupil is discriminated against on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, sexual orientation, marital status, disability, religion, age or political persuasion.

During the second six-months, the Pupil Supervisors and Practice Manager will review the distribution of work to Pupils to ensure that the Pupils are given a fair and equal access to all opportunities that are offered to Pupils during pupillage. Prompt remedial action will be taken where required.

Pupils will be given an opportunity to work for other members of Chambers. Feedback will be provided by any member of Chambers that has had work conducted by the Pupil, to the Pupil, Pupillage Chair and Pupil Supervisor.

The Pupil Supervisor will be available to provide guidance and feedback to the Pupil, particularly during their second six-months when they are practising on their own feet.

The Pupil Supervisor will ensure that the Pupil is provided with and retains the appropriate checklist and completes it conscientiously and accurately. The Pupil Supervisor will sign and date the checklist at the end of the period for which he/she has responsibility for the Pupil.

Provided that the period of pupillage has been satisfactorily completed, the Pupil Supervisor must provide the Pupil with a certificate.

In the event that a Pupil Supervisor is not satisfied that the Pupil has satisfactorily completed pupillage and they will not sign the certificate, they must:

- (a) notify the Pupil of their options (i.e. a certificate may be accepted from the Pupil Supervisor's Head of Chambers, the Head of the Recruitment Committee, or another person acceptable to the Masters of the Bench and the BSB); and
- (b) notify the Recruitment Committee so that it can decide whether to certify the Pupil's satisfactory completion of a period of pupillage.

If a Pupil remains unable to obtain a relevant certificate, the Pupil may appeal to:

- (a) the Masters of the Bench of his / her Inn and, if necessary, then
- (b) the Joint Regulations Committee (Consolidated Regulation 52).

If the Pupil Supervisor leaves Chambers, s/he should where possible make arrangements to ensure the continuity of the pupillage in conjunction with the Pupillage Committee.

# Tenancy

**We recruit our pupils based on those whom we consider to have a realistic prospect of achieving Tenancy with Chambers.**

The decision as to whether a Pupil is offered Tenancy at Chambers will be based on their performance throughout their time as a Pupil. This will include, but not limited to, their performances in their monthly training programme and reviews, their commitment to Chambers, feedback from all members of Chambers and any feedback from instructing solicitors.

The decision to offer Tenancy is initially made by the Pupillage Committee and Pupil Supervisor who then pass this recommendation on to the Management Committee. If consent is given at Management level, the decision is put before the whole of Chambers.

A vote is then held in Chambers open to all members. An 85% majority of votes approving the offer of tenancy (carried by voting members only, abstentions do not count as a vote being made is required before moving on to the offer. If a member is to vote against an applicant you **MUST** be present at the vote to give your reasons.

In the event of a Pupil receiving less than 85% of the vote in favour of an offer, a Chambers Meeting is called in order to discuss the future of the Pupil. Discussions and decisions will then be made on whether a probationary Tenancy can be offered, a further Third Sixth pupillage, squatting rights, or an outright rejection.

If 85% has been obtained in support of an offer for Tenancy, the pupil will receive an offer letter giving 7 days to accept in writing,

For those Pupils not offered Tenancy, Chambers will provide every assistance in finding a Third Sixth elsewhere or a period of squatting if offered. Considerations will be made on a case by case basis.

telephone: 0161 832 4036 fax: 0161 832 0370  
website: [www.kenworthschambers.co.uk](http://www.kenworthschambers.co.uk) email: [maria@kenworthsbarristers.co.uk](mailto:maria@kenworthsbarristers.co.uk)





