

## FENNERS CHAMBERS

### PUPILLAGE: RECRUITMENT POLICY

#### PUPILLAGE

##### Generally

1. Chambers seeks to recruit pupils through a fair and transparent process. All vacancies for pupillage are advertised on both Chambers' own website and the Pupillage Gateway website to ensure equality of opportunity. From November 2020 onwards Chambers' recruitment process will adopt and adhere to the timetable published by the Bar Standards Board.
2. Chambers observes a policy of equal opportunity. All pupils are selected on merit alone, irrespective of sex, race, age, disability, sexual orientation, religion or belief. We are willing to make reasonable adjustments for disabled candidates; any applicant who wishes to request that reasonable adjustments be made in relation to an application for pupillage should contact the Pupillage Committee. Applicants are also asked to complete an equal opportunities monitoring questionnaire (in accordance with the Bar Standards Board's Equality and Diversity Code), which is used for monitoring purposes only and is not considered by the Pupillage Committee in the course of the application process. If possible, application forms shall be shortlisted for interview anonymously and shall have all personal data removed. If this is not possible then this criteria will not be considered by the panel shortlisting the candidates.
3. Chambers seeks to ensure that the opportunity to undertake pupillage is open to all upon merit and ability. Chambers adopts a set of selection criteria which are objective and fair. When applying these criteria Chambers ensures that both its own Equality and Diversity policy and the Equality and Diversity for the Bar is fully complied with and that due account is taken of the extent to which an applicant has overcome disadvantage.
4. We are looking for candidates with proven intellectual ability, a commitment to a career at the Bar, commitment to practising at Fenners Chambers, potential as an advocate (both in oral and written advocacy), and character that will complement and enhance Chambers.

##### Application Sift

5. Chambers seeks to shortlist applicants for first-round interviewers following members of the Pupillage Committee separately considering and analysing the application forms and thereafter meeting to draw up a short list using a standardised scoring procedure (please refer to Pupillage Committee Shortlisting Matrix). Every application received is considered by at least one member of the Committee when shortlisting for interview. Prior to the application sift, members of the committee meet to 'calibrate' their scoring. After the applications are marked, the members who marked the same applications will 'calibrate' again by marking at least 3 applications as a group.

### First Round Interviews

6. The resultant shortlist will normally be in the region of 20 applicants who are each invited for interview by a panel of two members of the Pupillage Committee (although this number may differ each year dependent upon the number of applications received). Each first-round interview lasts between 15 and 20 minutes and requires no specific preparation on the part of the applicant in advance. Each candidate will be asked one 'ice breaker' question at the start of the interview (normally based on the hobbies and interests section of the application form which will not be marked. All first-round interviewees are asked the same set of 5 questions which will not be based upon the application form but general questions i.e. their interest in Fenners Chambers, their interest in the Bar and topical issues.
7. Each answer (save for the ice-breaker) will be marked out of 10 by reference to the content of the answers (mark out of 4) and the delivery (mark out of 6). Please refer to the first-round marking matrix for more information.
8. Each panel member shall mark the candidate independently of the other. The scores of both panel members will be added together to give the first-round score.

### Second Round Interview

8. Of those attending first-round interviews, a portion (which will depend on the number of interviewees in the first round) are invited to return for a second-round interview. Candidates shall be invited to a second-round interview based on their first-round scores with the highest candidates being offered. Should two candidates receive identical first round scores then the scoring of their application form shall be considered.
9. Second-round interviews last up to approximately 40 minutes and are before a panel of around five members of Chambers from across a range of disciplines and experiences within chambers (unless the pupillage offered is for a specific group in which case the panel shall be drawn predominately from that group). The interview will include an advocacy exercise which will be presented to the applicant 15 minutes prior to their interview.
10. Each candidate will again be asked an 'ice breaker question' at the start of the interview which will not be marked. Thereafter they shall undertake the advocacy exercise which will be marked out of 50 (with up to 20 marks for content and 30 marks for delivery). Each candidate will then be asked the same five questions and each question shall be marked out of 10 (up to 4 marks for content and up to 6 marks for delivery). Please refer to the second round marking matrix for more information.
11. Each member of the panel shall mark the candidate without reference to the others. The score for the candidate shall be obtained by conducting a panel discussion before the next interview starts to calibrate and agree your final scores for the candidate. If you have different scores an average can be taken, but, the better approach is for

there to be a full discussion with reference to evidence from the interview with a view to agreeing a particular score.

#### Offers for pupillage

12. The offer for pupillage shall be made to the candidate with the highest score when their application, first round and second round scores are added together. In the event that two candidates have the same score, the one with the highest second round score shall have precedence. In the event of the same second round score then the first round score and application score will be considered in turn. If all scores are identical then the second round panel shall vote as to who should be offered pupillage. In the event of a tie, the most senior member of chambers on the panel shall have the casting vote.
13. Offers for pupillage shall be made in accordance with the pupillage gateway timetable.

#### General

14. Save in exceptional circumstances, every member of all selection panels shall be trained in fair recruitment and selection processes whether by attending training or reading the materials produced by the BSB/Bar Council. Chambers shall take reasonable steps to encourage its panel members to undertake such training via classroom sessions or, in the alternative, through use of online sessions or completion of CPD covering fair recruitment and selection processes. All panel members are instructed to give consideration to the Bar Council's Fair Recruitment Guide.
15. The number of pupillages that Chambers offers is reviewed annually by the Pupillage Committee in conjunction with Chambers' Management Commitment and the clerking team. Any team may request that they be appointed a specific pupil in a specific year however the final decision shall be that of the pupillage committee in conjunction with the Management Committee.
16. The method for advertising pupillage shall be determined each year in line with Bar Council guidance.

#### TENANCY

17. Chambers will use its best endeavours to inform pupils at the mid-point of their second six as to whether it is likely to be seeking to recruit tenants at the conclusion of pupillage. Chambers recruits pupils with the intention of considering them for such tenancies as are available but reserves the right to advertise for tenants and to decline to offer any tenancy.
18. Selection for tenancies will be based entirely on merit and feedback will be sought from all Members of Chambers, with particular consideration given to the views of pupil supervisors.
19. Chambers will use its best endeavours to complete its selection process and to inform pupils whether or not they are to be offered a tenancy before the completion of a

pupil's tenancy. If a pupil is not offered a tenancy, Chambers will offer as much assistance as is reasonably possible to the pupil in finding a tenancy or further pupillage at another chambers. Pupils who are not offered a tenancy will generally be permitted to remain as a squatter for up to three months following the conclusion of their pupillage, during which time all fees received are subject to Chambers' fees at the rate applicable at such time.

20. In the event that absence from training due to sickness or other extenuating circumstances causes a pupil to fail to demonstrate the requisite competences of the BSB's Professional Statement required to fulfil a final assessment at the end of the practising period of pupillage, Chambers may in its absolute discretion consider whether an extension or deferral of pupillage might be appropriate to enable a pupil to complete their training (with the duration of any permitted extension reflecting the period necessary to demonstrate competence rather than the period of absence).

FENNERS CHAMBERS  
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