



carmelite
chambers

Recruitment Policy — Established Practitioners

October 2020

Application and scope

1. This policy sets out the manner in which Carmelite Chambers advertises for, processes, and considers applications for Tenancy.
2. This policy applies to applications from established practitioners – i.e. barristers who:
 - a. have completed pupillage and have previously been a tenant of another set of chambers; or
 - b. have cross-qualified from other jurisdictions; or
 - c. are members of the employed Bar.
3. This policy also applies to applications for Door Tenancy.
4. This policy does not apply to the recruitment of pupils and ‘third six’ pupils.

Policy statement

Confidentiality

5. All applications received by Chambers, informal discussions relating to or preceding applications, and matters relating to the application process are treated in the strictest confidence.
6. We will not contact any referee without your express prior consent.

Equality and diversity

7. Chambers is committed to ensuring that no candidate receives less favourable treatment on the grounds of age, race, colour, ethnic or national origin, nationality/citizenship, social background, gender or gender identity, sexual orientation, marital status, disability, HIV/AIDS status, religious or political persuasion, whether by way of direct or indirect discrimination, harassment or victimisation.
8. We encourage applications from candidates of all backgrounds.
9. For details on reasonable adjustments, see paragraph 23 below.

Our approach to established practitioner recruitment

10. It is the policy of Chambers to recruit established practitioners where:
 - a. Chambers has identified a business need for an established practitioner in the area in which the candidate practises; and
 - b. the candidate is assessed, objectively, in accordance with the procedures set out below, and considered to be an outstanding practitioner in the relevant area of practice.

11. The first of these criteria may, however, be waived for a Candidate of exceptional merit.

Applications

Advertised recruitment:

12. Chambers shall from time-to-time invite applications for tenancy from established practitioners. Such invitations shall be premised on the perceived business needs of chambers and shall be publicised through:
 - a. Our website;
 - b. Social media such as our LinkedIn and Twitter accounts; and
 - c. Through other services such as the Bar Council website and Counsel magazine.

13. Where Chambers invites applications publically, advertisements shall give details of how to apply. Typically, application shall be by way of CV and covering letter sent to the Senior Clerk.

Unsolicited applications:

14. Unsolicited applications will be considered by Chambers as and when received. Speculative applications should be made by way of CV and covering letter sent to the Senior Clerk.

Door tenancy

15. Vacancies for Door Tenancy will not ordinarily be advertised, though Chambers welcomes such applications from exceptional candidates. Applications should be made by way of CV and covering letter sent to the Senior Clerk.

Application process

Responsibility

16. The Recruitment Committee is responsible for the administration and scrutiny of applications from established practitioners. Recruitment decisions are made by the Management Committee.

Process

17. The process for the considerations of applications for tenancy from established practitioners is set out overleaf.

Variations to process

18. In respect of applications for Door Tenancy, the application process may be abridged at the discretion of the Recruitment Committee. The Tenancy decision remains a matter for the Management Committee.
19. In respect of other applications, in cases of exceptional merit or urgency, the process detailed below may be abridged. Any abridgement must be agreed by a simple majority vote of the Management Committee.

Meetings/interview panels

20. The Recruitment Committee may nominate such members of the committee or Chambers as it considers appropriate to meet with the candidate.

Quora

21. The quorum for decisions of the Recruitment Committee is two thirds of members. Decisions made by the Recruitment Committee require simple majority of voting members.
22. The quorum for decisions on Tenancy by the Management Committee is ten members. A decision to grant Tenancy requires a two-thirds vote of voting members.

1

(Informal discussion with Senior Clerk, Head of Chambers or member of Recruitment Committee)



2

Formal application submitted by candidate



3

Formal discussion and practice meeting between candidate and Senior Clerk



4

Senior Clerk prepares a report and presents report to the Recruitment Committee



5

Recruitment Committee considers Senior Clerk's report and meets the candidate



6

Recruitment Committee:

- Requests further information from the Senior Clerk or candidate; or
- Prepares report and recommendation for the Management Committee.



7

Management Committee considers the Recruitment Committee report and recommendation and votes on the application

Reasonable adjustments

23. Chambers aims to support all candidates, barristers and visitors to Chambers by making all reasonable adjustments to avoid any disadvantage.
24. If you require reasonable adjustments, or documents to be sent in more accessible formats, please let the Senior Clerk know when submitting your application, or sooner if appropriate.

Objective assessment criteria

25. The Recruitment Committee will consider all applications by reference to objective assessment criteria. The Management shall have regard to those same criteria.
26. The criteria are:
- a. There is a genuine prospect of the candidate being able to assist Chambers in addressing one or more of Chambers' business needs; and
 - b. There is a genuine prospect of the candidate participating meaningfully in the professional activities of Chambers;
 - c. The candidate is someone of sufficient calibre with whom Chambers would wish to be associated; and
 - d. The candidate can demonstrate clear understanding of, and adherence to, the rules of conduct of the BSB Handbook.

Provision of further information

27. If, at any stage of the application process, the Recruitment Committee identifies further information required to consider an application properly, it may request such information from the candidate via the Senior Clerk.
28. Such information may include, for example:
- a. A redacted copy of the candidate's diary;
 - b. Details of the candidate's case history; or

- c. Professional referees.

Offers of Tenancy

- 29. Offers of Tenancy will be made or confirmed in writing. The candidate will be provided with a copy of Chambers' policies and constitution.
- 30. An offer of Tenancy shall only be deemed to have been accepted upon Chambers receiving:
 - a. written confirmation from the candidate of their acceptance of the offer;
 - b. a signed copy of Chambers' induction materials including:
 - i. Chambers' constitution;
 - ii. deed of adherence;
 - iii. such data protection documentation as is necessary; and
 - c. a signed declaration that the candidate has no declarable regulatory or criminal sanctions history, and no outstanding disciplinary or criminal matters.

Unsuccessful applications

- 31. Where an application is unsuccessful, we shall inform the candidate as soon as possible.
- 32. Formal feedback is not usually provided, but informal feedback may be requested at the candidate's discretion.

Withdrawing an application

- 33. A candidate may withdraw their application at any stage of the process by informing the Senior Clerk or Head of Chambers:

Repeat applications

- 34. A second or subsequent application for tenancy made within 18 months of an unsuccessful application is unlikely to be successful in the absence of exceptional circumstances.

35. Chambers considers it no bar to Tenancy that an established practitioner previously applied for pupillage at Carmelite Chambers.

Data protection

36. All applications will be treated in the strictest confidence. All material received and any record made of an application shall be processed, stored, retained and destroyed in accordance with Chambers' Data Protection and Privacy Policy.

37. Chambers' Data Protection and Privacy Policy can be found on our website at:

<https://www.carmelitechambers.co.uk/privacy-policy>

Equality and diversity

38. Chambers is committed to ensuring that no candidate receives less favourable treatment on the grounds protected characteristics. Members of the Recruitment and Management Committees receive Equality & Diversity training.

39. Chambers' Equality & Diversity policy can be found on our website at:

<https://www.carmelitechambers.co.uk/join-us/equality-and-diversity>

40. At least one member of Chambers' Equality and Diversity Committee shall attend every meeting of and with the Recruitment and Management Committees.

Monitoring and review

41. During the application process, all candidates will be asked to complete and return an Equality & Diversity Monitoring questionnaire. The questionnaire used by Chambers is the model questionnaire provided by the Bar Standards Board. The provision of Equality & Diversity data is optional, though we encourage candidates to return completed questionnaires.

42. The Chambers Equality and Diversity Officer will ensure that there is a periodic review (at least annually) of the compliance by Chambers with this Policy.

43. The Chambers Equality and Diversity Officer will review (at least annually) the monitoring data generated pursuant to this Policy, in order to enable them to take such further actions as are necessary to secure the aims of the Equality and Diversity Policy.

Review of this policy

44. This policy shall be reviewed at least annually by the Recruitment Committee. The policy may, therefore, change from time-to-time.
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Committee members

Recruitment Committee

- Head of Chambers — Chris Henley QC
- Senior Clerk — Ben Heaviside
- Charles Bott QC
- Nigel Lambert QC
- Alan Kent QC
- Richard Furlong
- Alexandra Scott
- Mark Watson
- Fiona Clegg

Management Committee

- Head of Chambers — Chris Henley QC
- Treasurer — Richard Furlong
- Secretaries — Alexandra Scott and James Lloyd
- Members —
 - Charles Bott QC
 - Alan Kent QC
 - Colin Aylott QC
 - Isabelle Gillard
 - Ben Hargreaves
 - Houzla Rawat
 - Hugh O'Donoghue
 - Joe Hingston
 - Mark Watson
 - Sebastian Winnett
 - Fiona Clegg

Contact details

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Barristers regulated by the Bar Standards Board.
