

FOUNDRYCHAMBERS

12-Month Pupillage at Foundry Chambers

(1) Introduction

1. Foundry Chambers is a leading set of Chambers specialising in criminal and regulatory law. Every year, we recruit up to three pupils to complete a 12-month pupillage with us. We will only offer pupillage to exceptional candidates who have the potential to become tenants at the end of their pupillage.
2. This document is designed to set out our pupillage recruitment process, relevant policies and procedures, what you can expect as a pupil at Foundry Chambers, and the tenancy recruitment procedure at the end of pupillage.
3. Any queries about pupillage in Chambers should be sent to pupillage@foundrychambers.com.

(2) Application process (for pupillages commencing from Oct 2024 onwards)

4. In previous years, Foundry Chambers has recruited 12-month pupils through the Pupillage Gateway. We have now withdrawn from the Gateway system and will recruit through a separate process. Pupillage vacancies will be advertised on our website and through the Pupillage Gateway.
5. Chambers is fully committed to an equal opportunities pupillage policy and recruitment process. We welcome and encourage applications from all candidates, regardless of sex, gender, race, disability, sexual orientation, sexual identity, religion, belief or age.

Timetable and process

6. From 1st November 2020 onwards, all sets have been required to comply with a mandatory pupillage recruitment timetable set by the Bar Standards Board. The exact timetable will vary year-on-year, but can be found on the Bar Council / Pupillage Gateway website.
7. Generally speaking, we aim to conduct our interviews on Saturdays in March and April for both first and second round interviews, with offers being made in line with the BSB's timetable.

8. We are able to accommodate interviews via video conference for candidates who, for whatever reason, would find it difficult to travel to Chambers for an interview. We will also accommodate those who be unable to attend an interview on a Saturday.

9. Our application process is divided into three stages:

a. Paper Sift

The application form can be downloaded from our website. It should be submitted by email to pupillage@foundrychambers.com.

Once the application deadline has passed, the applications are collated and distributed to members of Chambers. Each application is read by at least two members of Chambers to form a list of applicants to be invited to first-round interview.

b. First round interviews

We aim to interview between 35 and 50 candidates at the first-round interview stage. These interviews are conducted by a panel of four or five members of Chambers, and are fairly informal and relaxed in nature.

The interviews generally take the form of a short advocacy exercise (usually a bail application or plea in mitigation), which is provided to candidates 15-20 minutes before their interview slot. There are then some more general questions, which can include questions about your application form, topical legal questions, or ethical issues.

c. Final round interviews

The most promising 15-20 candidates move forward to a final round interview. The interview panel for the final rounds will be larger and consist of at least one King's Counsel. The final round interview also involves an advocacy exercise (again, usually a bail application or plea in mitigation).

10. For the advocacy exercises, candidates are not expected to be fully familiar with the detail of the legal and procedural aspects of the exercise. Candidates will be provided with all of the information they need to conduct the exercise, and will not need to bring along (for example) any practitioners' texts, copies of the Sentencing Guidelines, copies of the legislation, etc.

11. We notify candidates of the outcome of their final round interview in accordance with the BSB timetable. We make initial offers to up to 3 candidates, and then create a 'reserve

list' of other suitable candidates. Once an offer of pupillage has been made, the candidate has 7 days to consider the offer (during which time they can speak to a member of the Pupillage Committee with any queries they may have).

12. If a candidate to whom we make an offer declines to accept it, we move on to contact the reserves in turn. Once both places have been filled, we notify the remaining candidates that their applications have been unsuccessful.
13. We reserve the right not to fill all of our pupillage slots if there are no suitable candidates in a particular year.
14. Once a candidate has accepted an offer, we consider that to be binding upon them. This allows us to give the remaining, unsuccessful candidates some certainty about the process.
15. For all pupillages commencing after 1st May 2020, the Bar Standards Board requires a written pupillage agreement to be signed by Chambers and the prospective pupil. Once we have filled both of our pupillage slots, the prospective pupils will be sent a copy of their pupillage agreement to sign.

Selection criteria

16. Foundry Chambers uses the following selection criteria when assessing each candidate's paper application and their performance at interview:
 - a. Ability as an advocate (including involvement with activities such as debating, mooting and other public speaking, and any relevant written advocacy skills). We take into account the opportunities that a candidate has had to take part in these activities (e.g. a candidate who has only just finished university may have had fewer opportunities to take part in mooting than a candidate who is coming to the end of their Bar training).
 - b. An analytical mind
 - c. An ability to think under pressure
 - d. A commitment to hard work
 - e. An ability to understand and show understanding of the needs and problems of those for whom and with whom they work
 - f. Character

- g. Desire to join Foundry Chambers. It is not necessary for you to have undertaken a mini-pupillage with us, but we will consider your interest in Chambers and its areas of practice.
- h. Academic ability: we generally require candidates to have a 1st or 2.1 in their undergraduate degree. However, we will consider those with a 2.2 if there is evidence of extenuating circumstances or outstanding ability in another area (such as previous employment history or extracurricular activities).
- i. Commitment to developing a practice in chambers' areas of expertise.

Pupillage Pathways

17. Foundry Chambers is a provider of the pupillage component of Bar training. This means that our training programme fits in with the following of the Bar Standards Board's approved Pathways:
- a. The three-step pathway: academic component, followed by the vocational component, followed by the work-based learning component (pupillage);
 - b. The four-step pathway: academic component, followed by the vocational component in two parts, followed by the work-based learning component (pupillage).
18. We welcome applications from candidates who are entitled to BSB exemptions or waivers from certain aspects of their pupillage (e.g. lawyers who have qualified in another jurisdiction). Such candidates are considered alongside all other applicants for 12-month pupillage.

(3)Pupillage at Foundry Chambers

What happens when you start pupillage in Chambers?

19. In the time between you accepting an offer of pupillage and your first day in Chambers, a member of the Pupillage Committee will contact you about your start date and arrangements for your first few weeks in Chambers. You should not hesitate to contact us if you have queries that arise before you start.
20. Shortly before you start pupillage, you will be invited into Chambers to meet with members of the Pupillage Committee, the clerks, and your pupil supervisor. You will be given more information about your pupillage, and we will make any necessary practical

arrangements (including payment of your pupillage award, access to Chambers, access to Westlaw and other resources, and so on).

21. If you do not have the opportunity to meet your pupil supervisor on this occasion, you will be put into contact before you start so that you can arrange to meet them at court on your first day.

Structure of pupillage

22. During a 12-month pupillage at Foundry Chambers, pupils generally have three supervisors – changing every four months. Third six pupils will change supervisors once every three months. The advantages of this system are:

- Pupils get to know more members of Chambers
- Pupils get to see a broader variety of work
- Chambers are better able to assess pupils' work
- 12-month pupils have the advantage of starting their second six with a supervisor with whom they have built some rapport.

Education and training

23. All pupils are required to complete the following courses:

In-house advocacy training

24. Chambers provides a comprehensive in-house advocacy training programme for its pupils.

The training sessions generally take place once every fortnight, at 17:30 in Chambers. We aim to organise multiple sessions in advance so that you have as much notice as possible of when the sessions will take place.

25. Advocacy training is organised by Ellis Sareen, Natalie McNamee, Chris Harper and James Gwatkin. Members of Chambers of all levels of seniority (including Silks) attend the sessions in order to provide feedback and play the role of witnesses. A number of members of Chambers have qualified as advocacy trainers through their Inn of Court.

26. The advocacy training programme is a varied one, designed to expose pupils to a wide variety of courtroom scenarios. Approximately 60% of the sessions consist of witness-handling exercises (examination in chief and cross-examination). We also deal with pleas in mitigation, applications, opening and closing speeches, legal submissions and conference skills. In the month before pupils start in court, the focus switches to

magistrates' court advocacy. We encourage pupils to think about whether there is any form of advocacy that they would like to cover so that, if possible, we can create new exercises or find ways of covering new areas of interest.

27. Pupils will generally receive papers for the exercise a few days before the session in preparation for receiving briefs the night before a court appearance. Occasionally the exercise will require the submission of a skeleton argument, in which case papers will be distributed the week before the session.
28. Advocacy exercises used are often based on real cases, suitably edited and redacted. As far as possible, we aim to use exercises different to those used by the Inns of Court. Pupils will perform the role of the advocate, with members of Chambers playing the part of the tribunal, witnesses and clients as required. Advocacy trainers will then provide oral feedback. In general terms, Chambers follows the Hampel Method, which is the same method for teaching advocacy used by the Inns of Court. The feedback will focus on one key area in which the advocate can improve, (the headline) and they will be told why they should improve on this (rationale), how they can do so (remedy), and finally will be shown by the trainer how to improve their performance (demonstration), before they have another go themselves (the replay). However, as the programme continues through the year, pupils can expect more than one point of constructive criticism from their trainers.
29. A record is kept of pupils' feedback and performance in advocacy sessions. This feedback provides a record of pupils' progress and eventually forms the basis of an Advocacy Report to be considered by the Tenancy Committee at the conclusion of pupillage. Whilst your performance in advocacy training sessions is an important component of the tenancy application process, we do encourage pupils to view the sessions primarily as an opportunity to learn, try out new advocacy techniques and find their own style. We are more interested in seeing a progression throughout the year than seeing a perfect performance each week.
30. Attendance of pupils at in-house advocacy training is compulsory and the importance of proper preparation for and timely attendance at advocacy training cannot be over-emphasised. Pupil supervisors are informed that in-house advocacy training takes priority over whatever work pupils have for their supervisors and during their first six months pupils are expected to leave court early to ensure that they arrive back in Chambers in

time for advocacy training. Supervisors are also reminded that they should not ask you to stay at court if it will require you to miss advocacy.

31. Advocacy sessions are generally followed by an opportunity for pupils to get to know members of Chambers (and each other) in less formal surroundings.

External courses

32. Inns of Court Advocacy Training & Practice Management

These courses are held over two weeks (Middle Temple) or on residential weekends (Inner, Gray's, Lincoln's). They are mandatory and must be booked through your Inn without delay. In-house advocacy training can be paused in order for you to attend your Inn training if necessary.

33. Vulnerable Witness Training

This course is not yet compulsory, but the Court of Appeal has expressed the view, in terms, that advocates should not undertake any cases involving a vulnerable witness or defendant (which would include Youth Court cases) without having completed this training. We strongly recommend that pupils undertake this course as early in their practice as possible and will assist you in finding a suitable course. A number of members of Chambers have trained as facilitators, qualified to run this course – if there is enough interest in Chambers, we can run an in-house session to ensure that all members and pupils have received the training.

34. Negotiation Skills

The Bar Standards Board has indicated that, for pupillages commencing after 1st September 2023, pupils will be required to undertake a compulsory Negotiation Skills Course.

35. Chambers will reimburse the cost of any mandatory training courses.

36. If a pupil does not pass any of the compulsory training courses that must be undertaken during pupillage, Chambers has the discretion to extend a pupillage in order to allow the course to be re-taken. This is a decision that will be made by the Pupillage Committee in consultation with the pupil's supervisor(s).

Bar Standards Board Competences

37. The purpose of your pupillage is to ensure that, by its conclusion, you will have met all of the Competences set out in the Bar Standards Board Handbook. This will be covered

through the work you experience with your pupil supervisor, work carried out for other members of Chambers, your advocacy training and other training provided. Your pupil supervisor will keep this under review and ensure that you are on track to meet the competences by the conclusion of your pupillage. We aim to ensure that there is sufficient variety during your pupillage to give you the broadest possible experience and to maximise your opportunities to demonstrate that you meet the competences. For example, if your first supervisor has a predominantly prosecution-based practice, we will aim to place you with a defence practitioner so that your experience varies.

38. You are encouraged to discuss your pupillage experience with your supervisor and the Pupillage Committee, and to let them know if there is a particular area of work that you are interested in so that you can be matched with a suitable supervisor.

Pupils' rights and entitlements

Chambers Grant & Expenses

39. From 2024, our 12-month pupils will receive at least £30,000 during the pupillage year.

This is made up of a grant of £15,000 during first six, plus £15,000 guaranteed earnings during your second six. The money is normally paid by standing order each month.

40. In the event of a pupil earning more than £2,500 in their second six (based on fees received, not fees billed), Chambers does not have a policy of 'clawing back' any money earned over and above the £2,500.

41. Pupils (including third six pupils) are not required to pay Chambers' rent or commission on fees earned.

42. In addition to your pupillage award, Chambers will generally pay for the following expenses incurred:

- a. Travel costs incurred for travel outside of London during first six (which should be comparatively rare – we aim to keep pupils within London during their first six). Generally speaking, travel costs incurred during your second six are reimbursed as part of your fees.
- b. The cost of any compulsory training courses undertaken during your pupillage year.
- c. The entry fee for the Kalisher Essay Competition (all pupils are required to submit an entry as part of their tenancy applications).

43. Pupils have access to Chambers' Westlaw subscription (which includes access to Archbold and Blackstone's) free-of-charge.

Holiday / Absence from Chambers

44. Every pupil is entitled to four weeks' holiday during the year. You may find that holiday time is best taken during the first six months of pupillage in order to maximise earnings during your second six.
45. Also remember that if you take holiday time you should clear this with your pupil supervisor well in advance. If you choose to take holiday time during your second six then you should discuss dates with the clerks well in advance of booking any time away from chambers.
46. We strongly encourage pupils to take their full holiday allowance, and in particular to take a break in the weeks leading up to their second six. You are not being tested on your ability to work without a rest!
47. If a pupil needs to take a longer leave of absence from chambers (due to, for example, illness, family difficulties or any other personal issue), then they should consult their pupil supervisor in the first instance. The Pupillage Committee will take a view, in conjunction with the pupil and their supervisor, about the best way to manage any leave of absence and any impact on the completion of pupillage, the pupil's tenancy application, and any financial difficulties that might arise.

Maternity & Parental Leave

48. Any pupil who becomes pregnant or needs to take parental leave before they start pupillage may defer their pupillage start date by up to 12 months from their originally-agreed start date.
49. If a pupil becomes pregnant or needs to take parental leave during the course of their pupillage, it will be the responsibility of the Pupillage Committee and the pupil's current supervisor to come to an agreement that will allow the pupil to take leave from their pupillage and return at the conclusion of their maternity / paternity / parental leave. A pupillage which has already commenced can be "paused" for up to 12 months for this purpose.
50. The above provisions apply equally to a pupil who becomes an adoptive parent before or during their pupillage.

Scholarships

51. All the Inns of Court and The Bar Council have a range of scholarships available. If you think you may be eligible for a scholarship you should take care to apply in good time. Generally, this will be well in advance of pupillage. It is your responsibility to make appropriate enquiries.

Grievance procedure

52. A pupil should take grievances to his or her pupil supervisor in the first instance. If the pupil is not satisfied with the outcome brought about by the pupil supervisor, the pupil may then seek redress via the Head of the Pupillage Committee and then via the Head of Chambers.

Fair distribution of work

53. Chambers is committed to allowing pupils "a fair crack of the whip" by ensuring that work is distributed fairly amongst the pupils. This process is monitored by the Senior Clerk.

Non-discrimination

54. Chambers is committed to a policy of non-discrimination. Chambers promotes a policy of equal opportunity regardless of race, colour, nationality, religion, age, gender, sexual orientation, sexual identity, political beliefs or disability. Chambers has established an Equality & Diversity Committee made up of the Senior Clerk and two members of Chambers.

Welfare

55. Kate Hare is the junior tenant in charge of pupils' welfare. You should feel free to approach her if you have an issue that you are more comfortable discussing with a junior member of chambers.

Pupils' Duties

General

56. You are required to shadow your pupil supervisor, attend court with them (or with other members of Chambers, in consultation with your supervisor) and to complete research and paperwork assigned to you.

57. You are required to be punctual and well-turned out. Generally speaking, you should wear court / business dress when you are in Chambers. It is expected that whether you are in

court, in Chambers or socialising after hours that you will behave with discretion and will not bring discredit to Chambers.

Confidentiality

58. The duty of client confidentiality, in accordance with the Bar Standards Board Handbook, is paramount. This encompasses information you learn whilst following your pupil supervisor or other members of Chambers, as well as in respect of your own practice. You should assume that any information you receive during the course of your pupillage (whether from your supervisor, another member of Chambers or member of staff) is confidential and treat it as such.
59. For the same reason, you should be extremely careful about posting anything relating to your pupillage on social media channels. You should ensure that you are familiar with the Bar Standards Board's Guidance on the use of social media by barristers (a copy of which can be found here: <https://www.barstandardsboard.org.uk/uploads/assets/c7cea537-53f8-42a8-9f6d8ef1832a7db9/Social-Media.pdf>).

Court work

60. You may be required to conduct a noting brief during your first six.
61. In respect of your work in your second or third six, there is an expectation that you will maintain contact with your instructing solicitors to update them on the progress of hearing, and dispatch an attendance note within 24 hours of a hearing concluding. You are also expected to telephone the clerks as soon as you finish a hearing in order to notify them of any dates for the diary and to make them aware that you are available for work.

Working for other members of Chambers

62. If a member of Chambers other than your pupil supervisor asks you to do some work for them, it is that person's responsibility to obtain clearance from your pupil supervisor in advance of that work commencing. If you complete work for a member of Chambers, the expectation is that they will provide you with feedback (either orally or in writing) on your work.

Bar Standards Board Forms & Documents

63. You are required to register your pupillage with the Bar Standards Board. This applies to 12-month pupils and those doing third six pupillages.

64. When you switch pupil supervisor, you are required to notify the Bar Standards Board using the 'Notification of a material change in pupillage' form.
65. At the conclusion of your first and second six, pupils must be 'signed off' as having completed that part of pupillage before they can receive their practising certificate or provisional practising certificate. The pupil's current supervisor will be responsible for signing them off (in consultation with previous supervisors and the pupillage committee). If a supervisor feels unable to sign the pupil off for any reason, the reason(s) for the refusal to sign off must be explained to the pupil and will be provided in writing if requested. If the pupil wishes to appeal the refusal to sign them off, there is a right to appeal that decision: the refusal to sign off will be reviewed by the Chair of the Pupillage Committee (or, in his absence, a suitable Deputy – generally the Vice-Chair of the Pupillage Committee or another Silk in Chambers). The Head of the Pupillage Committee will review the decision of the supervisor (and ask for any clarifying or additional information from that supervisor and the pupil's other supervisors if appropriate). He will also hear representations from the pupil. The pupil is entitled to assistance from a member of Chambers (usually a member of the Pupillage Committee) in formulating their representations. The Head of the Pupillage Committee, at the conclusion of this process, will decide whether to uphold or overturn the refusal to sign off that period of pupillage. If the decision is upheld, it will be the responsibility of the Pupillage Committee to determine whether pupillage should be extended in order to give the pupil the opportunity to remedy any concerns that have led to the refusal to sign them off.
66. All of the relevant forms you are required to submit can be found on the BSB's website. It is the pupil's responsibility to ensure that all necessary forms are completed and submitted on time. Failure to submit relevant forms to the BSB in a timely fashion can create difficulties – in particular, it can mean that you do not receive your practising certificate in time to start 'on your feet'.

[Saturday court rota](#)

67. Second and third six pupils are responsible for covering Saturday court on a 'rota' basis.
68. If a pupil is unable to join the Saturday court rota for any reason, they should discuss this with their pupil supervisor (who will, in turn, raise it with the clerks and Pupillage

Committee). Pupils' personal circumstances will be accommodated when arranging the Saturday court rota.

69. You should avoid swapping places on the rota with less than three days' notice, and the clerks should be informed of any changes as soon as possible. Failure to inform the clerks in good time will result in the wrong pupil being telephoned by solicitors and will create a poor and unprofessional impression in the eyes of our professional clients.

Data protection

70. Any pupil who undertakes work in his or her own right has a duty to register with the Information Commissioner. There is an annual charge for this of £35. Contact James Durston (Chambers Finance and Administration Manager) regarding notification.

Leaving Chambers

71. Pupils are required to give one month's notice before leaving Chambers.

Misconduct

72. A pupil may be dismissed for gross misconduct, repeated misconduct, or repeated conduct likely to bring Chambers or the profession into disrepute. That decision will be taken by the Head of Chambers, but only after the pupil concerned has had adequate notice of the allegations and the opportunity of assistance from a senior member of Chambers and has had every reasonable opportunity to make representations. "Serious misconduct" and "misconduct" are constructed in accordance with the definitions set out in the relevant Guidance sections of the Bar Handbook.

Obligations of pupil supervisors

73. Pupil Supervisors must:

- a. Ensure their pupils' pupillages are registered;
- b. Ensure their pupils complete their pupillage checklists;
- c. At the end of pupillage, certify satisfactory completion of pupillage;
- d. Ensure pupils are aware of pupils' rights and entitlements during pupillage;
- e. Ensure their pupils carry out such work and gain such experience as is appropriate for someone at their stage. This should encompass observation of advocacy, written work, experience of conferences and approach to ethical and professional conduct issues.

- f. Assess their pupils in a proper, fair, non-discriminatory and timely way.
- g. Provide feedback on pupils' work in a timely way.
- h. Treat all complaints and grievances raised by their pupils seriously and with due care.

74. In order to complete pupillage successfully, a pupil must meet the Competences set out in the Bar Standards Board Handbook. Your pupil supervisors will keep this under review to ensure that you meet all of the Competences and can be "signed off" at the conclusion of each part of your pupillage. If a supervisor is concerned that a pupil has not been exposed to a sufficient variety of work to allow them to meet the Competences, they will discuss this with the pupil and the Pupillage Committee, who will consider what steps can be taken in order to ensure that Competences are met. Such steps might include sending a pupil to court with other members of Chambers to allow them to see a broader range of work, assisting the pupil in undertaking additional training opportunities, or seeking out opportunities for pupils to carry out written work for other members of Chambers.

(4)What happens after pupillage?

Recruitment of tenants from the pool of pupils

75. Our pupillage recruitment process is a thorough one. We select and fund up to three pupils in the expectation that at least one will prove to be tenancy material. We do not recruit more pupils than we can accommodate as tenants, which means that you are not in competition with your co-pupil for a tenancy spot. Historically, we have also recruited from the pool of third six pupils. We tend to consider applications from third six pupils once they have been with us for six months. For 12-month pupils, tenancy decisions will generally take place in your last week of pupillage.

76. Whichever category you fall into, we are looking for outstanding candidates.

77. The precise criteria for selection as a tenancy are set out below.

Tenancy Selection Process

78. For the purpose of taking on junior tenants, the composition of the Tenancy Committee will be formed from at least seven members of Chambers, including:

- a. The Head of Chambers (or a suitable deputy)
- b. The Chair of the Pupillage Committee (or a suitable deputy)

- c. One junior over ten years' call who is not a pupil supervisor
 - d. Two juniors under ten years' call
 - e. Two additional members of Chambers
 - f. All three of the pupil's supervisors will also attend the meeting.
79. Pupils are informed at the outset of their pupillage of the recruitment process and the selection criteria.
80. Save in the most exceptional circumstances, all pupils will be considered for a tenancy at the conclusion of their 12-month pupillage and can expect a final decision at that stage. Chambers reserves the right to defer an application.
81. Candidates for tenancy are asked to provide:
- a. Two pieces of written work completed during their pupillage year
 - b. A schedule or summary of written work completed throughout the year (both for members of Chambers and in their own cases)
 - c. A CV and covering letter
 - d. The pupil's entry to the Kalisher Essay Competition
82. Each pupil is required to submit an essay as part of the annual Kalisher Trust Essay Competition, and this forms part of the application bundle. A strong essay carries weight with the Tenancy Committee. Pupils' entries are paid for by Chambers. More details of the competition can be found on the Kalisher Trust's website.
83. Candidates must take care to ensure that paperwork submitted does not involve any case in which their pupil supervisor is against or co-defending with another member of Chambers. Paperwork should be redacted or amended to protect client confidentiality. You should not submit a piece of work completed for a member of Chambers without first seeking the permission of that member of Chambers.
84. The applications are distributed to the members of the Tenancy Committee in advance of the meeting, and then destroyed as confidential waste at the conclusion of the meeting.

Selection Criteria

85. The qualities we are looking for in tenancy candidates can be summarised as follows:
- a. Ability as an advocate
 - b. Ability to communicate ideas and sensibly sustain argument
 - c. An analytical mind and academic ability

- d. An ability to think and work under pressure
- e. Commitment to hard work
- f. An ability to understand the needs and problems of those with whom we work
- g. An ability to form sound judgments
- h. Character

86. References will be provided by each pupil's supervisor. The pupil will also have the opportunity to provide a list of members of Chambers who could provide a reference, and references will be obtained on the pupil's behalf.

87. A report will be provided on each pupil's progress in advocacy training throughout the year.

88. The Senior Clerk (who will be aware of the views of the entire clerks' room) will also provide a written report to the tenancy committee.

89. Where possible, pupil supervisors will arrange to attend court with a pupil in order to observe them in a courtroom setting.

90. Pupils are discouraged from submitting references from instructing solicitors or others who are not members of Chambers.

After the tenancy meeting

91. Pupils are notified of the outcome of their tenancy application immediately after the Tenancy Committee meeting has concluded.

92. If an applicant is unsuccessful and asks for reasons why, that information will be provided in writing.

93. Where an applicant makes a complaint that he or she has been the subject of discrimination on the grounds of race, colour, nationality, religion, age, gender, sexual orientation, political beliefs or disability that complaint will be investigated by the Chambers' Equal Opportunities Officer and the Head of Chambers will be notified of the fact of the complaint.

94. In the event that the complaint is considered to be well founded, then the Equal Opportunities Officer will report that to the Head of Chambers. The application will then be evaluated by a differently constituted committee convened by the Head of Chambers. That committee shall offer a tenancy to the applicant if it is of the view that the applicant should properly have been offered a tenancy by the first committee.

95. Whatever the outcome of the investigation, the complainant will be advised of his or her right to make a complaint to the Bar Council.
96. If your application for tenancy is unsuccessful, we will endeavour to help you find another Chambers to move to for a further pupillage or tenancy. There is a 'grace period' of one month during which you may remain in Chambers as a 'squatter' whilst you secure a third six.

Foundry Chambers

November 2023