

REGULATING BARRISTERS

# Supervision Strategy and Framework

September 2020

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## 1 The purpose of Supervision

- 1.1 We supervise barristers, chambers, BSB entities and Authorised Education and Training Organisations (AETOs) that provide vocational training and pupillage (or work-based learning).
- 1.2 Our Supervision activity is designed to develop our understanding of barristers and the way in which they practise, enabling us to:
  - protect and promote the public interest and the interests of consumers;
  - proactively identify risks and take appropriate action to prevent them from materialising;
  - encourage more effective risk management by those we regulate and improvements in the level and consistency of compliance with our regulatory requirements;
  - target our resources at those organisations, individuals or areas that present the highest risk to our <u>Regulatory Objectives</u>;
  - evaluate the effectiveness of our regulatory policy; and
  - provide the basis for constructive engagement with those we regulate, resulting in less enforcement action.

## 2 Our approach to Supervision

- 2.1 The Bar Standards Board (BSB) has adopted a <u>risk-based approach to regulation</u>. The focus of our attention is on risks deemed to pose the greatest threats to the public interest. Our approach is shaped by the <u>Regulatory Objectives</u> and the <u>Regulatory Principles</u> in the Legal Services Act 2007, under which regulatory activities should be transparent, accountable, proportionate, consistent and targeted only at cases in which action is needed. This approach is set out in our <u>Regulatory Risk Framework</u>. Our <u>Risk Index</u> sets out the threats that we have identified in the market that could result in poor outcomes for the public. We use our <u>Risk Outlook</u> to prioritise risk themes we think should be the current focus of our regulatory attention. The <u>Risk Assessment Policy</u> sets out our approach to assessing risks to our regulatory objectives. Supervision is one of the regulatory tools that we use to identify and manage risk.
- 2.2 In undertaking our supervision activity, we:
  - adopt a risk-based approach, in line with our Risk Framework, Risk Index, Risk Outlook and Risk Assessment Policy; and
  - seek to foster a constructive relationship between ourselves, those we regulate and other stakeholders, to achieve appropriate outcomes, resulting in less enforcement action and better protection and promotion of consumers' interests.

- 2.3 The Supervision Team has less interaction with those who are managing risk effectively than those who present a higher risk.
- 2.4 Whilst we seek to engage constructively through Supervision action, we will refer issues to the relevant team to consider whether enforcement action is needed when the subject is unwilling to engage, potential serious misconduct is identified and/or the level of risk indicates that it is appropriate and proportionate to do so.
- 2.5 Some of the work that we do is proactive, such as gathering information to support our assessment of risk, conducting sample checks of compliance with our regulations and conducting thematic reviews on areas of focus in our Risk Outlook and our strategic plans. Other work that we do is reactive, responding to <u>reports to the BSB</u> from stakeholders including barristers, pupils, members of the public, other regulators about concerns they have. This document sets out our approach to Supervision.

### 3 Impact assessments

3.1 From time to time, we assess and rank the "impact" of every chambers, BSB entity and sole practice. We define impact as the extent of the likely detriment to our Regulatory Objectives if any significant risks were to materialise. The impact assessment is based on a range of key criteria and uses data that barristers have declared when they renew their practising certificates and entities declare when they renew their authorisation.

Criteria	Rationale	Score
The percentage that declared areas of practice comprising aggregate of crime, immigration or family law	Areas of practice that involve the most vulnerable consumers are ranked highest impact. Crime and family work generate the highest proportion of complaints to the Legal Ombudsman. Our work in immigration services indicates that consumers are reluctant to complain.	1-10% - 0 10-50% - 1 51-100%- 2
Number of practising barristers	Larger practices will have inherently higher impact.	1-5 barristers – 1 6-20 barristers – 2 21+ barristers - 3
Number of barristers declaring they do work in the Youth Courts	Area of practice that involves the most vulnerable consumers are ranked highest impact. Research shows that this has been an area of poor standards of advocacy.	1-5 barristers – 1 6-20 barristers – 2 21+ barristers- 3
Number of public access registered barristers	Lay clients do not have the additional protection of a solicitor or other legal professional.	1-5 barristers – 0 6-20 barristers – 1 21+ - 2

3.2 We evaluate the impact of each chambers, entity and sole practice using the following criteria and assign a score from 0 to 3, with 3 being the highest impact:

Criteria	Rationale	Score
Average proportion of	Supervision work indicates that the	0% - 0
income from public access	larger the proportion of public	1-10% - 3
work	access work that a	11-49%- 2
	chambers/entity/sole practice	50-100% - 1
	conducts, the more likely that their	
	controls will be robust and	
	specialised for this purpose.	
Number of barristers that	The impact of non-compliance is	0 barristers - 0
declared they do work	high, given Government focus on	1-5 barristers – 1
under the Money	this area and the high risk rating in	6-20 barristers –
Laundering Regulations	the National Risk Assessment.	2
(MLRs)	Additional controls are required for	21+ barristers - 3
	work under the MLRs.	

- 3.3 The impact assessment enables us to know where we should focus our resources to achieve the Regulatory Objectives with a proportionate approach. Through this assessment, we categorised practices as either high, medium or low impact.
- 3.4 "Impact" is a different measurement to "risk". It shows only what the impact would be were things to go wrong; it is not an indication as to how likely this is to happen or how effectively a practice is managing risk. The other areas covered in this strategy enable us to assess, monitor and manage regulatory risk.
- 3.5 We are alert to the cumulative impact of risk in areas that we have assessed to be low impact. For example, if we observe trends emerging in a particular area of practice not covered by the impact assessment in small sole practitioners that we would otherwise assess as low impact, we will consider a regulatory response. This is because the impact on consumers could be more significant when considered as a group.

# 4 Regulatory Returns and risk assessment of chambers and BSB entities

- 4.1 The Regulatory Return is a way for the Supervision Team to assess risk across the Bar and levels of compliance with our rules within barristers' practices.
- 4.2 The Return, which is issued periodically, comprises a number of questions about how risks are managed and compliance assured. It includes questions about governance arrangements, risk management, client services, equality and diversity, and practice management.
- 4.3 This allows us to build a risk profile of each of the chambers, entities or sole practices that we have categorised as high or medium impact. These profiles then determine how we conduct regulatory supervision activity. Risk ratings are shared with the relevant practice but are not published.

#### 4.4 Our ratings are as follows:

#### <u>High Risk</u>

There is a significant probability that issues identified may have a fundamental impact on the chambers'/entity's ability to meet the Core Duties and Outcomes set out in the Handbook. We are not satisfied that the practice is managed competently and in such a way as to achieve compliance with legal and regulatory obligations. Immediate action should be taken to mitigate the risks identified. The chambers/entity will be subject to further monitoring by the Supervision Team as specified.

#### Medium Risk

A number of important issues were identified and the chambers/entity should address these promptly in order to meet the Core Duties and Outcomes set out in the Handbook. The chambers/entity should report progress to the Supervision Team as specified. In other areas covered, we are satisfied that the practice is managed competently and in such a way as to achieve compliance with legal and regulatory obligations.

#### Low risk

In the areas covered, we are satisfied that the practice is managed competently and in such a way as to achieve compliance with legal and regulatory obligations. Some issues where controls could be strengthened may have been identified and these should be followed up by the chambers/entity. No further monitoring by Supervision is planned based on the outcome of this review unless other information comes to our attention.

- 4.5 The risk ratings continue to be monitored and adjusted in response to further proactive or reactive supervision activity.
- 4.6 The evidence identified through this process is used to inform the assessment of risk categories in our Risk Index.
- 4.7 The Regulatory Return also helps us to understand emerging market risks and how the Bar is changing, which helps us to shape the BSB's regulatory policy-making.

### 5 Responding to concerns reported to the BSB

How we respond to information that is reported to us

5.1 Some of the work that we do is reactive, responding to information that is reported to the BSB. When a concern is reported to the BSB, the risk is assessed by the <u>Contact</u> and <u>Assessment Team</u> to decide what action, if any, is needed. If the Contact and Assessment Team decide that regulatory action is needed, they may refer the information to the Supervision Team.

- 5.2 All cases referred to Supervision are assigned to a member of the team within 2 days of receipt and a regulatory response (such as a call, or a visit in person or by video conference) is determined within 30 days.
- 5.3 Typically, we:
  - review the control environment (the policies and process that are in place to ensure compliance with regulatory requirements and how the they are implemented) and risk management procedures (how risks are identified, managed and monitored) in the relevant sole practice, chambers, BSB entity or AETO;
  - set actions where we identify areas for improvement; and
  - monitor follow-up.
- 5.4 Our focus tends to be on systemic control weaknesses rather than individual incidents, although individual incidents help us to build a picture of risk to our Regulatory Objectives. For example, we are more likely to focus on a chambers where there is repeated evidence that client complaints are not being dealt with promptly and effectively than a one-off failure to do so, unless there is concern about the level of harm caused by an individual incident.
- 5.5 We particularly focus on:
  - Compliance with BSB regulations and other obligations.
  - Governance arrangements, risk management and internal controls.
  - Effective administration and practice management.
  - The way that services are delivered to clients.
  - Standards of training in AETOs, in line with the Authorisation Framework.
  - Equality and diversity.
  - Organisational culture (eg bullying and harassment).
- 5.6 The information that we receive helps to build on our assessment of risk in chambers, BSB entities and sole practices. It also adds to the BSB's overall view of risk, with evidence in the areas identified in our Risk Index.

#### Supervision visits

- 5.7 In some cases, we are able to address issues that have been referred to us with a simple telephone call and exchange of emails. In more complex cases, we arrange a visit, which may be conducted in person or by video conference.
- 5.8 A typical Supervision visit to a chambers or a BSB entity is conducted by two members of the Supervision Team and key contacts such as the Head of Chambers (or equivalent) and the practice manager or senior clerk. We may ask other relevant people to attend too, such as the Equality and Diversity Officer or Head of Pupillage, depending on the areas to be discussed. Sometimes, we ask additional individuals with specialist skills or expertise to accompany us on visits. Most visits last no more than three hours.

- 5.9 In most cases, we contact the chambers/entity in advance to arrange the visit and indicate our areas of focus. We usually ask for some information to be sent to us before the meeting to help us prepare, such as copies of relevant policies and processes.
- 5.10 Supervision engagement does not form part of the investigation functions of the Investigations and Enforcement Team and during visits, we aim to create an environment where chambers/entities feel able to have an open conversation with us about the risks we have identified and the action that needs to be taken to manage risk and improve compliance. Feedback given to us indicates that most find that this is a helpful process.
- 5.11 Whilst we seek to engage constructively through Supervision action, we will refer issues to the relevant team to consider whether enforcement action is needed when the subject is unwilling to engage, potential serious misconduct is identified and/or the level of risk indicates that it is appropriate and proportionate to do so.

#### Supervision action

- 5.12 Where we identify issues, we will seek, where possible, to address them without resorting to enforcement action. We will agree actions and a timeframe for them during our visit or call. Once our review has concluded, we aim to provide a written report (where applicable) within 5 working days.
- 5.13 Actions can include:
  - Remedial action to address non-compliance.
  - Putting new policies, controls or processes in place.
  - Undergoing training.
- 5.14 We prioritise the actions into one of four categories as follows. The timeframes provide a guide that is intended to help chambers/entities to understand the level of risk that we have assessed for each finding.
- 5.15 We recognise that it may not be possible for all issues identified to be resolved within the timeframes shown below (for example if a longer term solution to a control weakness is proposed) but we would expect chambers/entities to have a clear action plan in place within the timeframe specified and ensure that the risks are managed in the interim.

Priority 1: for immediate action

Areas of high risk where further information is required by the Supervision Team in order to provide assurance that the risk is being managed effectively. or

Areas of high risk where we require the chambers/entity to update the Supervision Team immediately should circumstances change or as further information is received which increases or reduces the level of risk.

Priority 2: urgent

Matters where a high risk and weaknesses in controls have been identified and urgent action is required to mitigate the risk. We would normally expect the chambers/entity to address these issues immediately and provide a follow-up to Supervision within the next 2 weeks.

Priority 3: important

Matters where a medium to high risk and weaknesses in controls have been identified and prompt action is required to mitigate the risk. We would normally expect the chambers/entity to address these issues and provide a follow-up to Supervision within the next month.

#### Priority 4: merits attention

Other areas where controls could be strengthened. We do not require the chambers/entity to report to the Supervision Team on follow-up of these findings, but they should be followed up by the chambers/entity.

5.16 We may also conduct a follow-up visit.

### 6 Thematic reviews

- 6.1 As part of the BSB's approach to monitoring risk in relation to the areas identified in our Risk Index, we may identify themes or trends in relation to a particular regulatory requirement, area of work or business practice. Evidence gathered from the supervision of chambers, entities and individuals helps to inform what areas might be selected for a thematic review.
- 6.2 Thematic reviews might cover all chambers and BSB entities (for example if it relates to a particular regulatory requirement with universal application) or to all chambers, entities, or individual barristers undertaking work in a certain area of practice. It might also involve a sample review of chambers, BSB entities, or individuals within a certain category.
- 6.3 Thematic reviews may help to:
  - inform our regulatory policy development;
  - provide assurance in relation to a particular risk that we have identified; or
  - reduce risk by requiring action to be taken.

## 7 The Money Laundering Regulations

- 7.1 The Supervision Team has some specific responsibilities in relation to <u>Money</u> <u>Laundering and Terrorist Financing</u>. The General Council of the Bar is a designated Professional Body Supervisor under the Money Laundering Regulations. Supervision under the Regulations is the responsibility of the Bar Standards Board, in accordance with our <u>governance arrangements</u>.
- 7.2 We are responsible for:
  - ensuring that the BSB meets its obligations under the Money Laundering Regulations 2017, as amended in 2019;
  - supervising relevant barristers and BSB entities under the Regulations, to ensure that they are compliant with their obligations;
  - liaising with stakeholders, including other regulators, the Office for Professional Body Supervision (our oversight regulator), HM Treasury and law enforcement; and
  - making Suspicious Activity Reports, where appropriate.
- 7.3 This may involve conducting thematic reviews in relation to risks that we have identified, conducting sample checks to ensure that barristers and BSB entities are complying with the Regulations, and responding to reports to the BSB by the public, other regulators and law enforcement.

## 8 Authorised Education and Training Organisations

- 8.1 The <u>Authorisation Framework</u> sets out the standards that organisations must meet in order to provide education and training for the Bar. It distinguishes between organisations that wish to offer an academic and vocational (integrated) or vocational component (likely to be universities or other providers of education), and those that wish to offer a pupillage/work-based component (likely to be chambers, BSB entities and other organisations that employ barristers). It embodies four key principles: flexibility, accessibility, affordability and high standards. At approval, AETOs will have determined their approach to delivering the <u>Curriculum and Assessment Strategy</u> and how they will demonstrate the four principles of the Authorisation Framework in the proposed component/ approved training pathway. AETOs must also adhere to the requirements of the <u>Bar Qualification Manual</u>.
- 8.2 The Authorisation Framework, the Bar Qualification Manual and the BSB Handbook provide the basis for ongoing supervision of those providing Bar training (AETOs). We monitor AETOs to ensure that they are adhering to these requirements, following up on any conditions or recommendations identified during the authorisation process, and responding to incoming information received throughout the year.

8.3 In line with the <u>Regulatory Principles</u>, we aim to request an appropriate level of detail when supervising AETOs, without creating a disproportionate burden on them. We have due regard to factors such as the size and nature of the AETO and the scale of the training being offered.

#### Vocational AETOs

- 8.4 We use the following information to monitor AETOs that are delivering the vocational component of Bar training and inform our assessment of risk to determine whether a regulatory response (such as a visit) is needed:
  - Reflective reviews submitted by AETOs
  - Reports from External Examiners: the system of External Examiners operates broadly in accordance with the <u>QAA's Quality Code</u> (chapter B7). External Examiners are appointed on a consultancy basis through an open recruitment process (advertised on our website and in other relevant publications with competence-based interviews). Our External Examiners are legal practitioners and/or academics with experience of legal and Bar vocational training provision. They provide us with specialist advice on the consistency of standards of the assessments set by the AETOs. Our External Examiners are responsible for confirming whether or not:
    - assessments across subject areas of the Bar Training courses meet the requirements of the descriptor at Level 7 of the Framework for Higher Education Qualifications (FHEQ);
    - the assessment process measures student achievement rigorously and fairly in line with the Curriculum and Assessment Strategy and the Professional Statement; and
    - the application of quality assurance procedures, standards and the achievements of students are consistent between AETOs.
  - Data that we collect, such as the Key Statistics reports
  - We sometimes receive reports from students and other stakeholders who have a concern about an AETO. Students must follow their AETO's institutional complaints procedure. However, the information provided can sometimes inform supervision activity.

#### Pupillage AETOs

- 8.5 We use the following information to monitor AETOs that are delivering the pupillage (work-based learning) component of Bar training and inform our assessment of risk to determine whether a regulatory response (such as a visit) is needed:
  - Regulatory Returns
  - Thematic reviews
  - Information that is reported to the BSB.

8.6 If a pupil is concerned about the standard of training that they are receiving, they should raise this through their AETO's internal mechanisms in the first instance. AETOs that provide pupillage are obliged by the BSB Handbook, the Authorisation Framework and the Bar Qualification Manual to have appropriate mechanisms in place for pupils to raise their concerns, including a formal grievance procedure if issues cannot be resolved through less formal mechanisms. However, we recognise that pupils do not always feel able to speak to people in their AETO when they have problems with their pupillage. The Bar Qualification Manual sets out the sources of help that are available when this happens. This includes reporting concerns to the BSB.

#### Reports from pupils

- 8.7 Pupils who want to report a concern about their training to the BSB should use the <u>online reporting form</u>. However, we recognise pupils do not always feel comfortable doing this and prefer to speak to someone first. If so, they can <u>call</u> the BSB. Either way, the report will be taken by a member of the Contact and Assessment Team who will talk through the concern and explain what will happen next.
- 8.8 In most cases, the report will be referred to the Supervision Team, but if the concern involves serious harassment or bullying, it is likely to be considered by the Contact and Assessment Team for referral to the <u>Investigations and Enforcement Team</u> (I&E). If that happens, the pupil will have a named person in the I&E Team who will keep them informed about what is happening and when. It is likely that a referral will be made to the Supervision Team at the same time, so that a review of policies and processes in the AETO and the suitability of the AETO to continue to take pupils can proceed, as appropriate, alongside or after any enforcement action. The two teams communicate with each other when this happens so that respective roles and responsibilities are clear.
- 8.9 In most cases, pupils' concerns are referred to the Supervision Team. We take all concerns very seriously and will always follow up with the pupil who has made the report to get more information and to decide what steps to take and when. We might speak with pupils over the phone, via video conference or meet them in person. This will depend on the nature of the report, where the pupil is based and what would be most convenient for them. The first reason for contacting the pupil is to discuss in more detail what they have reported, for us to gain a more thorough understanding of the issues. The second is to ascertain their current position in the AETO and whether they have any concerns about us contacting the AETO.
- 8.10 If, exceptionally, the pupil is transferring their pupillage to another AETO, we will usually wait until that has happened before contacting the AETO because we recognise that this can be a very stressful time. We will always try to ensure that the timing of any action best suits the pupil. For example, depending on the circumstances, we can agree to delay taking any steps until the pupil has concluded their pupillage, although this will depend, too, on our assessment of risk.

8.11 Some pupils wish to remain anonymous but, given the number of pupils that most AETOs take, it is very likely that the AETO will guess who has contacted us. Our approach is usually to focus on the key issues rather than the individuals when we speak to the AETO, with the aim of ensuring that a high standard of training is available for future pupils or robust policies are put in place.

## 9 The Inns of Court

- 9.1 The BSB has agreed a <u>Memorandum of Understanding</u> with the Council of the Inns of Court (COIC) and the four Inns of Court, which sets out the respective roles and responsibilities in relation to the education, training and qualification of barristers prior to Call to the Bar.
- 9.2 COIC and the Inns submit an annual self-evaluation report to the BSB setting out how they have discharged their responsibilities for Fit and Proper Person checks and processes and delivering Qualifying Sessions. If we identify a risk to our Regulatory Objectives or to the principles of flexibility, accessibility, affordability and high standards through this assurance process, we may seek further information from the Inns, including through undertaking visits to the Inns. We adopt a risk-based approach, ensuring it is proportionate to the activities undertaken.

## **10** Continuing Professional Development

- 10.1 <u>Continuing Professional Development</u> (CPD) is the work undertaken by barristers to develop their skills, knowledge and professional standards. All barristers are required to undertake CPD.
- 10.2 From "day one" of practice, after completing their training, barristers will have acquired the knowledge, skills and attributes outlined in the <u>Professional Statement</u> to at least the level of the Threshold Standard. However, in order to keep themselves up to date and maintain high standards, they need to continually update and develop their knowledge and skills. They also need to adapt to the changing needs of clients.
- 10.3 In order to check compliance with the requirements, we conduct spot checks of barristers' CPD plans and records. A particular area of focus is the extent of effective reflective review that barristers have engaged in when planning their CPD needs.

## 11 Associations

- 11.1 If a barrister is in an <u>association</u> on more than a one-off basis, including an arrangement to supervise an immigration adviser, then they are required to notify us in accordance with rule C80 of the BSB Handbook.
- 11.2 The Supervision Team review all such arrangements to ensure that risks to the Regulatory Objectives are achieved.

## 12 Information gathering and co-operation

- 12.1 The purpose of all information gathering by the Supervision Team is to assist us in the performance of our supervisory functions. Barristers, chambers, BSB entities and AETOs should expect to be visited or contacted by the Supervision Team from time to time, as set out above.
- 12.2 Depending on the nature of our engagement, we would usually expect to provide a follow-up written report to the chambers, entity, AETO or individual concerned, particularly when a visit has been conducted and actions have been agreed. We would usually expect individuals and organisations to cooperate with us in addressing those actions. Where we identify issues, we will seek, where possible, to address them with chambers, BSB entities, barristers and AETOs without resorting to enforcement action or withdrawal of authorisation.
- 12.3 We expect that most communication, visits and follow-up will be arranged and undertaken in the spirit of cooperation. Barristers are required under <u>rC64</u> of the BSB Handbook to promptly provide all such information as we may, for the purpose of our regulatory functions, from time to time require. This requirement includes requests for information in connection with our supervision activity. <u>Core Duty 9</u> in the BSB Handbook requires barristers to be open and cooperative with us.
- 12.4 Persistent failure to engage will result in referral to the Investigations and Enforcement Team to consider enforcement action, or the Authorisations Team to consider withdrawal of authorisation (BSB entities and AETOs).
- 12.5 If required, the BSB will be able to invoke its power under <u>rC70</u> of the BSB Handbook to inspect premises and records. This power might be needed from the start of a supervision visit or it may be invoked during or after a visit. The decision to use this power, and the timing of its use, will depend on our assessment of the potential seriousness and urgency of the situation. We will inform relevant people in writing if our powers under rC70 are being invoked (but not necessarily in advance).
- 12.6 As set out in <u>Part 5 E1</u> of the BSB Handbook, the BSB has the statutory power under the Legal Services Act to intervene into barristers' practices (BSB entities and BSB authorised individuals) in the unlikely event that something has gone so seriously wrong that intervention is necessary to protect clients. The BSB may authorise an intervention where one or more of the intervention conditions is satisfied or the licence, authorisation or practising certificate granted to the BSB authorised person has expired and has not been renewed or replaced by the BSB. Such intervention shall be carried out in accordance with the provisions of the Legal Services Act 2007 and the BSB's Statutory Interventions Strategy. The BSB has appointed specialist intervention agents who may act on its behalf.

### 13 How we work with others

Relationship between the Supervision, Enforcement, Authorisation and Policy functions of the BSB

- 13.1 The Supervision Team communicates with the enforcement, authorisation and policy functions of the BSB to promote proportionate and consistent regulatory decisions.
- 13.2 Information that the Supervision Team gathers contributes to the BSB's understanding of regulatory risk and evaluation of the effectiveness of regulatory policies.
- 13.3 Supervision engagement does not form part of the investigation functions of the Investigations and Enforcement Team (I&E) but we will refer issues to the relevant team to consider whether enforcement action is needed when the subject is unwilling to engage, potential serious misconduct is identified and/or the level of risk indicates that it is appropriate and proportionate to do so. It will be for the I&E Team to <u>decide</u> whether to pursue an investigation. In most cases, we will inform those we are supervising if we make a referral to the I&E Team.
- 13.4 In some cases, for example where the Contact and Assessment Team have referred a report to both the Supervision Team and the I&E Team, the Supervision Team takes action after <u>enforcement action</u> is complete to ensure that controls are in place to prevent recurrence of an issue.
- 13.5 The <u>Enforcement Regulations</u> allow a disciplinary tribunal to refer a matter to the Supervision Team to ensure compliance with an order.
- 13.6 Supervision may also work in parallel with enforcement activity to ensure that appropriate controls are put in place promptly to prevent further harm and protect the public, pupils or other vulnerable persons, where the Contact and Assessment Team has referred an issue to both teams.
- 13.7 Supervision may also refer matters to the Authorisations Team where there is concern about compliance with the authorisation conditions of a <u>BSB entity</u> or an <u>AETO</u>. In most cases, we will inform those we are supervising if we make a referral to the Authorisations Team.

#### Other organisations

13.8 The BSB has <u>Memoranda of Understanding</u> with other regulators and external stakeholders and the Supervision Team may, in the public interest, refer issues of concern to other organisations through these mechanisms.

## 14 Record keeping and confidentiality

14.1 When exercising our regulatory functions, we may be in control of various types of private or sensitive information, including commercially sensitive information about chambers, entities and their bank accounts; personal or sensitive information about individual barristers or their clients; and documents which would be covered by legal

professional privilege. The BSB is under a range of legal duties to keep confidential the information in its control or possession that is of a private nature. These duties restrict its powers to share data with third parties. However, in exceptional circumstances where it is in the public interest, information may be shared with other regulators or agencies.

14.2 To find out more about how we handle personal data and about our data retention policy, see our <u>privacy statement</u>.