

**BAR
STANDARDS
BOARD**

REGULATING BARRISTERS

Appointment of members of the Independent Decision-Making Body

Application Pack

July 2026

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Overview

The Bar Standards Board (BSB) is seeking to appoint barrister and lay members to its Independent Decision-Making Body.

Key Dates

- Closing date 9:00am Monday 3 August 2026
- Shortlisting w/c 24 August 2026
- Interviews w/c 7 and 21 September 2026 (please note that these dates may change, including the possible addition of other dates, depending on interview panel and applicant availability)

Competencies

For the full list of competencies, see [Annex 4](#)

Remuneration

Remuneration for all members of the IDB is paid at a base rate of £330 per day or £165 per half day (with an additional 12.07% for holiday pay plus VAT, if relevant). Fees are set at £330 per day or £165 per half day for induction and training, and at £430 per day or £215 per half day for panel meetings (which includes a loading of £100 per day and £50 per half day to compensate for reading time, with an additional 12.07% for holiday pay plus VAT, if relevant).

IDB members who act as the chair of the Panel receive an additional loading of £100 per day and £50 per half day panel. The fee for an IDB member acting as panel secretary is paid at a day rate of £750 with an additional 12.07% for holiday pay plus VAT, if relevant.

Time Commitment

Members are likely to be required to sit on a panel once a month on average, subject to availability and the number of cases needing decisions. Panel meetings are scheduled to last either a full or half day.

Duration of appointment An initial period of up to four years, renewable once subject to satisfactory performance on completion of two years and before the end of the initial four-year term.

Application Process

Applications must only be submitted through the BSB's dedicated email address:
IDBapplications@BarStandardsBoard.org.uk

Contact

Naznin Chowdhury (Governance & Risk Manager)
at
NChowdhury@BarStandardsBoard.org.uk or
telephone number 020 7092 8176

Bar Standards Board

Introduction

The Bar Standards Board regulates barristers and specialised legal services businesses in England and Wales in the public interest. Our vision is to regulate the Bar in the public interest by promoting high standards, equality and access to justice.

We are responsible for:

- setting the standards of education and training to become a barrister;
- setting the standards of continuing professional development to ensure that barristers' skills are maintained throughout their careers;
- setting the standards of conduct for barristers;
- authorising organisations that deliver education and training (referred to as “Authorised Education and Training Organisations”);
- authorising organisations that focus on advocacy, litigation, and specialist legal advice;
- monitoring the service provided by barristers and the organisations we authorise to assure quality; and
- dealing with reports about barristers and organisations we authorise and taking action where appropriate.

The work that we do is governed by the Legal Services Act 2007 (the Act) as well as a number of other statutes.

Our objectives are laid down in the Legal Services Act. We share them with the other legal services regulators. They are:

- Protecting and promoting the public interest;
- Supporting the constitutional principle of the rule of law;
- Improving access to justice;
- Protecting and promoting the interests of consumers;
- Promoting competition in the provision of services;
- Encouraging an independent, strong, diverse and effective legal profession;
- Increasing public understanding of citizens' legal rights and duties;
- Promoting and maintaining adherence to the professional principles; and
- Promoting the prevention and detection of economic crime.

The BSB Board, which is responsible for the strategic leadership and oversight of the operation of the BSB, is made up of a combination of lay people and practising barristers. The Board has a lay majority, as required by the Internal Governance Rules made by the Legal Services Board¹. The Board is committed to regulating in the public interest and to following best practice for modern regulators.

¹ <https://legalservicesboard.org.uk/wp-content/uploads/2019/07/IGR-2019.pdf>

The Board has five committees to help it discharge its responsibilities:

- **Education and Training** – responsible for supporting the Board in achieving its strategic objectives of maintaining the highest professional and ethical standards by the Bar through providing assurance on, and oversight of, all education and training activities;
- **Governance, Risk and Audit** – responsible for ensuring the Board's corporate governance standards and internal controls are maintained. The Committee keeps under review and advises the Board on all matters relating to the risk management framework and the BSB's internal audit function;
- **Nomination** – advises the Board on fair, inclusive and transparent approaches to recruitment to the Board and senior executive roles and oversees, on behalf of the Board, some aspects of the recruitment process;
- **Performance and Strategic Planning** – leads work in relation to development of the BSB's strategic direction and plans and the allocation of resources to deliver the strategic and business plans. It oversees performance against relevant service levels and considers whether financial and operational resources are properly and effectively allocated and efficiently managed across the organisation; and
- **Remuneration** – makes recommendations to the Board on the remuneration and terms of engagement of BSB staff, its non-executive members and advisers.

All committees have barrister and lay members. All Board and committee members are appointed in accordance with the Seven Principles of Public Life, a copy of which is in Annex 2.

Our organisational values

The way in which we undertake our work is very important to us. We do this by adhering to a number of organisational values.

Our people have told us that the behaviours they expect everyone to demonstrate for each value are:

Fairness and Respect:

- Listen and include
- Respect and celebrate differences
- Challenge bias

Independence and integrity

- Be accountable
- Be open
- Act on evidence

Excellence and efficiency

- Learn and develop
- Collaborate

- Seek feedback to improve.

Independent Decision-Making Body

The Independent Decision-Making Body (IDB) is a non-executive body responsible for taking regulatory decisions that require independent input and has been operating since October 2019. The IDB consists of a pool of suitably qualified decision makers from which panels of lay and barrister members are formed to take decisions on individual cases - panels of five are used for decisions on enforcement cases and panels of three are used for appeals against authorisation decisions.

The IDB has a Chair and at least one Vice Chair. These roles are responsible for supporting the members, conducting quality control of their performance and reporting to the BSB Board on the work of the IDB.

Most of the decisions for which the IDB is responsible are in relation to whether enforcement action, including disciplinary action, should be taken where breaches of the professional obligations, as set out in the BSB [Handbook](#), may have occurred. For these decisions, IDB members will be required to apply the Enforcement Decision Regulations under [Part 5, Section A of the BSB Handbook](#)². In most cases where the IDB considers disciplinary action should be taken, the matter will be referred to an independent disciplinary tribunal to determine charges of professional misconduct. However, the IDB also has limited powers under the Determination by Consent procedure to make disciplinary findings where the barrister consents, there is no dispute on the facts and the likely sanction that will be imposed is a fine or less.

The IDB is also responsible for, amongst other things, taking decisions in relation to appeals against executive decisions not to grant certain waivers from the Handbook requirements or decisions not to authorise or license a body to provide legal services. It may also review decisions made by the Inns' Conduct Committee in relation to the admission/readmission of barristers to an Inn of Court.

All IDB panels have a lay majority. Each panel meeting has a panel Chair, drawn from the IDB pool. Training is provided for this aspect of the role. There is also opportunity for new IDB members to act as panel secretary. Although not a mandatory requirement of the role, we encourage applications from individuals willing to help expand the current pool of panel secretaries we currently have in the IDB and particularly those individuals who possess strong drafting skills. The Secretary role requires the individual to produce a first draft decision sheet following the panel meeting concluding which accurately reflects the panel decision and the reasons the panel gave for reaching that decision.

² <https://www.barstandardsboard.org.uk/the-bsb-handbook.html?part=BA9E823E-F26B-496D-9726736F9F069FAC&audience=&q=>

The vacancies

The Board wishes to appoint **barrister and lay members** to the IDB (up to eight barristers and up to eight lay members). We welcome applications from barristers with experience across a range of practice areas, and independent lay people.

Lay members play an essential role in maintaining public, as well as other stakeholder, confidence in the decisions taken by the IDB, and act as a balance to ensure decisions are taken with the public interest fully taken into account.

We welcome applications from practising barristers, or barristers who have held a practising certificate within the last three years, and lay people. Lay members cannot be (or ever have been) barristers or solicitors, as defined in paragraph 2(4) of Schedule 1 of the Legal Services Act 2007, except that any person who has ever been called to the Bar shall be deemed not to be a “lay person”.

We also welcome applications from those located outside London as facilities will be provided to attend IDB panel meetings remotely, and papers are provided electronically. Training sessions are designed as in-person events which members will be expected to attend (and for which reasonable expenses will be paid). Currently the IDB training programme requires in person attendance for training in June and December of each year at the BSB offices.

Time commitment

IDB members are expected to play a full part in the work of the panel, and to prepare for and attend all panel meetings to which they are appointed. Around eight panel meetings are usually held per month, but members are likely to be required to sit on a panel once a month on average, subject to availability and the number of cases needing decisions. Panel meetings are scheduled to last either a full day (seven hours including a lunchbreak) or half day (up to four hours), but a minimum half day fee will be paid for each meeting (see below).

Panel meetings are typically held on Tuesdays, Wednesdays and Thursdays. This is an important aspect to consider in deciding whether you wish to apply.

Panel members are also expected to attend two training sessions a year and we generally require attendance to be in person for these sessions. The training sessions normally last a full day and the relevant fee is paid for attendance. Attendance at IDB Panel meetings is remote currently via Microsoft Teams.

Criteria for appointment

It is crucial for the reputation of the regulatory system that those appointed should be of sufficient standing, integrity and judgement to inspire public

confidence in the regulatory arrangements. Candidates must be prepared to commit the time necessary to be an effective member of the panel.

Barristers cannot concurrently be members of the IDB and also members of the Bar Council or any of its representative committees. Barristers who are members of these bodies at the time of appointment, will be expected to resign from any representative committee of the Bar Council or from the Bar Council itself for the duration of their BSB appointment.

Barrister members of the IDB must be practising barristers or within three years of practice i.e., they must hold a practising certificate at the time of appointment or if no longer practising, must have been issued with a practising certificate (in accordance with the Practising Certificate Rules of the Bar Standards Board Handbook) no more than three years before the date of appointment to the IDB.

Lay members cannot be (or ever have been) barristers or solicitors, as defined in paragraph 2(4) of Schedule 1 of the Legal Services Act 2007³, except that any person who has ever been called to the Bar shall be deemed not to be a “lay person. Full time judges and judicial tribunal chairs are not eligible for appointment in this category either, but lay magistrates, and those who sit as lay members of tribunals, who are not legally qualified, are welcome to apply.

Competencies, Experience and Attributes

Core competencies for all BSB members

All applicants are expected to be able to demonstrate a commitment to the public interest and the Seven Principles of Public Life.

For the full list of competencies, experience and attributes, see [Annex 4](#).

Terms and conditions

The following is intended as a general guide; specific terms and conditions will accompany letters of appointment.

Appointments will be for an initial period of up to four years, subject to satisfactory quality control on completion of two years' service.

Remuneration for all members of the IDB is paid at a base rate of £330 per day or £165 per half day (with an additional 12.07% for holiday pay plus VAT, if relevant). Fees are set at £330 per day or £165 per half day for induction and training, and at £430 per day or £215 per half day for panel meetings (which includes a loading of £100 per full day and £50 per half day to compensate for reading time, with an additional 12.07% for holiday pay plus VAT, if relevant). IDB members who act as the chair of the Panel receive an additional loading of £100 per full day or £50 per half day panel.

³ <https://www.legislation.gov.uk/ukpga/2007/29/schedule/1>

The fee for an IDB member acting as panel secretary is paid at a day rate of £750 with an additional 12.07% for holiday pay plus VAT, if relevant. All fees are inclusive of preparation time spent.

Attendance at induction and training sessions will be remunerated at £330 per day or £165 per half day with an additional 12.07% for holiday pay i.e. will not attract the supplement for reading time that is payable when sitting on panels.

The expectation is that shortlisted candidates will attend interviews in person for which standard class travel fares or other reasonable travel costs will be reimbursed upon production of receipts. Remote participation can be arranged if there is good reason to do so.

Applicants should not normally be the subject of criminal convictions/cautions, misconduct findings by other regulators, directors' disqualification orders or be undischarged bankrupts, and should expect any declarations to be explored by the executive prior to confirmation of an interview and also by the selection panel (see below for more detail).

Barrister applicants must not be the subject of orders or undertakings under the BSB's Fitness to Practise Rules or Interim Suspension Rules.

Unspent criminal convictions, cautions, regulatory reprimands or final warnings and any previous or pending supervisory action, complaint, investigation, or disciplinary proceedings or findings by a professional regulator (including the BSB) will not preclude further consideration of your application. Such information should be disclosed and, where provided, will be considered by the executive during the recruitment process and may be explored further with candidates at interview by the selection panel if this is deemed appropriate.

Any declaration will be treated in confidence by the BSB.

How to apply

Application Form

To apply please visit the News and Publications section of our website.

Candidates are asked to provide a covering letter (maximum two pages of A4 font size 12) outlining how they meet the core competencies for the role, together with a brief CV (maximum two pages of A4 font size 12).

Applications will be assessed only against the content of their applications, including whether the length requirements have been adhered to. All applications will be anonymised until the interview stage. A separate Supporting Details form must also be submitted which will not be disclosed to the interview panel.

Candidates with queries regarding the position, should contact Naznin Chowdhury at NChowdhury@BarStandardsBoard.org.uk or telephone number

0207 611 1422 in the first instance to arrange an informal discussion. Applications should be sent to IDBApplications@BarStandardsBoard.org.uk

The BSB is a Disability Confident Committed employer. Candidates with a disability who meet the essential criteria for this role will be guaranteed an interview under this scheme.

Reasonable Adjustments

Candidates with a disability who require reasonable adjustments should contact Naznin Chowdhury at NChowdhury@barstandardsboard.org.uk or telephone number 020 7092 8176.

The Bar Standards Board is deeply committed to inclusive working practices. If there is anything you are concerned about or think we could provide, please let us know.

Equality & Diversity Monitoring form

We consider it is important that the BSB should reflect the diversity of the society that the Bar serves, and applications from all sections of the community are welcomed. We also want to ensure that our recruitment and selection processes are fair. To enable us to monitor this properly, you are asked to complete the Equality & Diversity monitoring form supplied with this pack.

Timetable

The timetable for the process is as follows:

Closing date for applications: **Monday 3 August 2023 at 9am.**

Interviews will take place in London during the weeks of 7 and 21 September. Please note that these dates may change, including the possible addition of other dates, depending on interview panel and applicant availability. Remote participation can be arranged if there is good reason to do so. Please contact Naznin Chowdhury (Governance & Risk Manager) at IDBApplications@BarStandardsBoard.org.uk for further information.

Interviews

The selection panels will comprise of the following:

For barrister members:

- Jacqui Adams (Vice Chair of the IDB);
- Claire Lindley (IDB barrister member);
- Adelita Thursby-Pelham (Head of Authorisations); and
- Jacqui Francis (Independent lay member)

For lay members:

- Jacqui Adams (Vice Chair of the IDB);

- Saima Hirji (Direct of Regulatory Enforcement); and
- Jacqui Francis (Independent lay member).

Annex 1

Bar Standards Board Membership

Chair:

Professor Chris Bones

Vice Chair:

Andrew Mitchell KC

Barrister Members:

Jeff Chapman KC

Ruby Hamid

Sara Lawson KC

Abiodun Michael Olatokun FRSA

Lay Members:

Gisela Abbam FRSA

Professor Jean-Noël Ezingear

Emir Feisal JP

Tracey Markham

Ruth Pickering

Annex 2

The Seven Principles of Public Life (“Nolan” Principles)

The Committee on Standards in Public Life in its First Report has set out **'Seven Principles of Public Life'** that it believes should apply to all in the public service. These are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Annex 3 - Terms of Reference of the IDB

The Terms of Reference of the IDB from 25 March 2026 are:

Role of the IDB

1. The Independent Decision-making Body (the “IDB”) is a decision-making body of the Board, from which it derives its authority to provide members for Independent Decision-making Panels (IDPs) which carry out the functions and exercise the powers given to IDPs pursuant to the Enforcement Decision Regulations under Part 5A of the BSB Handbook. It also considers applications for review made under Part 3 C6, Part 3 E11, or Part 4 B4, or reviews of decisions taken under Part 1 A4, of the BSB Handbook.
2. The IDB reviews enforcement cases that may require disciplinary action, in order to make a decision that an allegation is referred to a Disciplinary Panel administered by the Bar Tribunals and Adjudication Service (BTAS). The IDB also reviews decisions taken by the Executive in response to applications to waive BSB rules or to issue, amend or revoke a practising certificate, and determines appeals against authorisations decisions.
3. The IDB contributes to the overall efficiency of the BSB’s enforcement and authorisations processes, both from the perspective of how it manages its workload and through the powers delegated to it that enable the IDB to make effective decisions expeditiously. Where appropriate, the IDB will contribute to the continuous improvement of its own operating procedures.

Membership of the IDB

4. The IDB shall be comprised of a Chair and at least one Vice Chair, and sufficient numbers of lay persons and barrister members to enable it to carry out its duties expeditiously. The IDB Chair and Vice Chair(s) can be either a lay or a barrister member. The Chair and at least one of the Vice Chairs will include both a lay and a barrister member.
5. As at the date of appointment, barrister members of the IDB must be practising barristers or, if no longer practising, have been issued with a practising certificate (in accordance with the Practising Certificate Rules of the Bar Standards Board Handbook) no more than three years before the date of appointment to the IDB.
6. The IDB is committed to the principle that its membership should broadly reflect the diversity of the Bar and of society.
7. A member of the Board, or the Bar Council or any of its representative committees, may not be a member of the IDB.

8. A member of the IDB may not be appointed as a member of the Advisory Pool of Experts (APEX).
9. The IDB Chair may carry out the functions and exercise the powers given to the IDB Chair under Part 5 of the BSB Handbook.

IDB Appointments, Re-appointments and Cessation of Membership

10. IDB appointments, reappointments and cessation of membership will be conducted in accordance with the BSB Appointments Policy (Appendix 10 to the Governance Manual).
11. All IDB members must complete BSB equality and diversity training within three months of taking up an appointment with the BSB.

Appraisal and quality control process

12. The Bar Standards Board has a responsibility to quality assure our decision-making functions, through the process of "Quality Control". IDB members are subject to a minimum of a review of performance within two years of appointment and a review of performance preceding any decision on their reappointment at the end of their term of office.
13. Quality Control is carried out by the Chair and/or Vice Chair(s) for IDB members, and by the Director General or other senior member of staff delegated by them for the Chair and Vice Chair(s), in accordance with the respective prevailing competencies and prescribed policy(ies) and guidance governing this process.

Proceedings and composition

14. The proceedings and composition of IDPs are as prescribed in Schedule 1 to Part 5A of the BSB Handbook (the Enforcement Decision Regulations).

Reporting responsibilities

15. The IDB Chair and Vice-Chair(s) will report to the Board at least annually on all matters within the IDB's duties and responsibilities.

Recommendations and Feedback

16. The IDB remit includes the ability to give feedback to the Executive to the extent necessary to inform and develop its own work and to continuously improve the performance of the Bar Standards Board's handling of enforcement and authorisations decisions.

Understanding Outcomes

17. The IDB remit includes understanding its own output and ensuring consistency of approach and outcome. As part of that process the IDB can be provided with information on all case disposals following its decision-making process, whether the case is disposed of by the functions of the BSB or of BTAS.

Annex 4

Competencies, Experience and Attributes

Panel Members

Responsibilities

- To undertake the necessary induction training and observation visits.
- To act in accordance with the BSB values and apply them, as well as the regulatory objectives, to the decision-making process.
- To attend an agreed minimum number of meetings per year and undertake preparatory work on cases due to be considered at meetings
- To respond promptly to BSB communications.
- To promptly identify and notify the BSB of conflicts in a particular case in which you have been scheduled to participate.
- To undertake any required follow-up action, such as approval of decision sheets.
- To ensure confidentiality of all information provided by the BSB.
- To provide feedback on fellow panel members' participation after each meeting.
- To participate in the IDB appraisal process, known as 'Quality Control,' including completing a self-appraisal form.
- To attend and participate in training and, if applicable Away Day events.

Competencies

- Demonstrate the ability to understand complex concepts and frameworks and apply these in decision-making (e.g. legislation, guidelines, policies and regulations).
- Demonstrate the ability to analyse information to reach evidence-based decisions.
- Demonstrate the ability to articulate independent evidence-based decisions, whilst being able to constructively challenge colleagues and be challenged by colleagues.
- Work in a collegiate manner to reach consensus where possible and to collaborate in producing accurate written reasons explaining the group decision.
- Demonstrate an awareness of the implications of equality, diversity and inclusion through, and in, decision-making.
- Demonstrate an ability to safeguard the public, uphold confidence in a profession or organisation and maintain standards.

Conduct

- In their role IDB members are expected to follow the principles of the BSB's Equality and Diversity Policy and Dignity at Work Policy in all interactions with BSB staff and fellow members of the IDB
- In all their work IDB members are expected to uphold the seven principles of public life known as the Nolan Principles (annexed hereto).

- In all their work IDB Members must comply with the Public Sector Equality Duty in all decision-making processes.

Commitment

- Members will have a commitment to the justice system to equality and inclusion and to the values aims and objectives of the BSB.
- Members undertake to develop an understanding of the work, rules, regulations and procedures of the BSB. Members undertake to develop a greater understanding of the work of the Bar and of Barristers.