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FOREWORD

Justice and the rule of law are fundamental to our society. So is public confidence in the administration of justice.

Barristers play a central part in our legal system. The effective and efficient running of our legal system relies on barristers using their independent judgment when advising their client, presenting their clients’ cases effectively, and carrying out their duty to the court and their other professional duties. The trust and confidence which the public places in barristers, and the reputation of the Bar as a whole, depend on the behaviour of all barristers continuing to merit the trust reposed in them. Barristers therefore must act with integrity, honesty and independence. In their practice they must provide a competent and professional service, keep their knowledge fully up to date, give sound advice and deal frankly and courteously with clients, colleagues and others.

When acting as an advocate or conducting litigation, the role of a barrister is to present their client’s case as effectively as possible. Justice requires that people appearing before a court should have a fair hearing. This in turn means that they should be able to have their case presented by skilled advocates who will do so fearlessly, independently and in the best interests of their client. The sound administration of justice also requires that those who are acting as an advocate, or conducting litigation, always observe their duty to the court, even where this conflicts with the interests of their client.

Barristers are now free, if they choose to do so, to offer their services through a range of different business structures, including for the first time BSB authorised entity structures which may be jointly managed and owned by other types of lawyers, such as solicitors, and non-lawyers. The consumer can now choose different means of access to the services of the Bar. However, the public needs to be sure that the standards that apply will be no less rigorous and that access to justice will be safeguarded. So, this Handbook applies not only to barristers but also to alternative business structures, and other entities which are authorised by the Bar Standards Board, to their managers and owners, and to those whom they employ to provide legal services to their clients. It is important that the same high standards are maintained by all those whom the Bar Standards Board regulates.

Sir Andrew Burns  
Chair of the BSB
Part 1

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A. GENERAL

A1. The Bar Standards Board

The Bar Standards Board is a specialist regulator focussing primarily on the regulation of advocacy, litigation and legal advisory services. These legal services have a close relationship to access to justice and the rule of law. Our society is based on a rule of law. Everyone needs to be able to seek expert advice on their legal rights and obligations and to have access to skilled representation in the event of a dispute or litigation. Our system of justice depends on those who provide such services acting fearlessly, independently and competently, so as to further their clients’ best interests, subject always to their duty to the Court.

The regulatory objectives of the Bar Standards Board derive from the Legal Services Act 2007 and can be summarised as follows:

1. protecting and promoting the public interest;
2. supporting the constitutional principles of the rule of law;
3. improving access to justice;
4. protecting and promoting the interests of consumers;
5. promoting competition in the provision of the services;
6. encouraging an independent, strong, diverse and effective legal profession;
7. increasing public understanding of the citizen’s legal rights and duties; and
8. promoting and maintaining adherence to the following professional principles:
   a. that authorised persons act with independence and integrity;
   b. that authorised persons maintain proper standards of work;
   c. that authorised persons act in the best interests of their clients;
   d. that authorised persons comply with their duty to the court to act with independence in the interests of justice; and
   e. that the affairs of clients are kept confidential.

The BSB Handbook ("this Handbook" or "the Handbook") sets out the standards that the Bar Standards Board requires the persons it regulates to comply with in order for it to be able to meet its regulatory objectives.

Although the Handbook is drafted with specific reference to those regulated by the BSB and for use by them, the Handbook should also act as a useful reference tool for all consumers of legal services regulated by the Bar Standards Board. In particular, the Core Duties and the outcomes set out in Part 2 of this Handbook should give consumers a useful indication of what they should expect from the Bar Standard Board’s regulatory framework and those subject to it.
A2. Structure of the Handbook

The Handbook consists of the following parts:

1. Part 1 – Introduction;

2. Part 2 – The Code of Conduct – this part includes the ten Core Duties which underpin the Bar Standards Board’s entire regulatory framework, as well as the rules which supplement those Core Duties. Compliance with both the Core Duties and the rules is mandatory. The Code of Conduct also contains details of the outcomes which compliance with the Core Duties and the rules is designed to achieve. The Bar Standards Board’s approach to regulation is risk-focused and so these outcomes have been defined by considering the risks which the profession needs to manage if the regulatory objectives are to be achieved;

3. Part 3 – Scope of Practice and Authorisation and Licensing Rules – this part includes the requirements that must be met to become entitled to practise as a barrister or a registered European lawyer and the process that must be followed in order to obtain authorisation to practise as a BSB authorised body. It also provides a summary of the scope of activities that each type of BSB authorised person is permitted to undertake;

4. Part 4 – Qualification Rules – this part sets out the training which a person must complete, and other requirements which a person must satisfy, in order to be called to the Bar by an Inn and become qualified to practise as a barrister. It also includes details of the training requirements that BSB authorised persons are required to meet;

5. Part 5 – Enforcement Regulations – this part sets out the enforcement procedures that apply if BSB regulated persons and/or relevant persons fail to act in accordance with the requirements of this Handbook;

6. Part 6 – Definitions – this part defines all the italicised terms used in this Handbook.

The Handbook includes Core Duties, Outcomes, Guidance, Rules and Regulations. “CD” refers to Core Duties, “o” to Outcomes, “g” to Guidance, “r” to Rules and Regulations. The Regulations form the basis upon which enforcement action may be taken and are set out in Part E of this Handbook.

The effect of something being classified as a Core Duty, Outcome, Guidance, Rule or Regulations is as follows:

1. Core Duties – these underpin the entire regulatory framework and set the mandatory standards that all BSB regulated persons are required to meet. They also define the core elements of professional conduct. Disciplinary proceedings may be taken against a BSB regulated person if the Bar Standards Board believes there has been a breach by that person of the Core Duties set out in this Handbook and that such action would be in accordance with the Enforcement Policy.

2. The Outcomes – these explain the reasons for the regulatory scheme and what it is designed to achieve. They are derived from the regulatory objectives as defined in the LSA and the risks which must be managed if those objectives are to be achieved. They are not themselves mandatory rules, but they are factors which BSB regulated persons should have in mind when considering how the Core Duties, Conduct Rules or Qualification Rules (as appropriate) should be applied in particular circumstances. The Bar Standards Board will take into account whether or not an Outcome has, or might have been, adversely affected when considering how to respond to alleged breaches of the Core Duties, Conduct Rules or Qualification Rules.
.3 The Rules – The Rules serve three purposes:

.a the Conduct Rules supplement the Core Duties and are mandatory. Disciplinary proceedings may be taken against a BSB regulated person if the Bar Standards Board believes there has been a breach by that person of the Conduct Rules set out in Part 2 of this Handbook and that it would be in accordance with the Enforcement policy to take such action. However, the Conduct Rules are not intended to be exhaustive. In any situation where no specific Rule applies, reference should be made to the Core Duties. In situations where specific Rules do apply, it is still necessary to consider the Core Duties, since compliance with the Rules alone will not necessarily be sufficient to comply with the Core Duties;

.b the Rules contained within “Scope of Practice Rules” set out the requirements for authorisation and the scope of practice for different kinds of BSB authorised person. These rules are mandatory;

.c the rest of Part 3 and Part 4 set out the requirements which must be met by a relevant person before they may undertake a specific role within those regulated by the Bar Standards Board. If a person fails to meet those requirements, they will not be permitted to undertake that role by the Bar Standards Board. Where requirements are continuing and a BSB regulated person fails to meet such requirements which are relevant to that BSB regulated person, the Bar Standards Board may take steps in accordance with Part 3 or Part 5 to have that BSB regulated person prevented from continuing within that role.

.4 Guidance –

.a Guidance serves a number of purposes:

.i to assist in the interpretation and application of the Core Duties or Rules to which such Guidance relates;

.ii to provide examples of the types of conduct or behaviour that the Rules are intended to encourage or which would likely indicate compliance with the relevant Rule or, conversely, which may constitute non-compliance with the Rule to which such Guidance relates.

.iii to explain how the Rule applies to a particular type of BSB regulated person and how that particular BSB regulated person could comply with that Rule.

.iv to act as a signpost to other rules or to guidance on the Bar Standard’s Board website or elsewhere which may be relevant when considering the scope of the Rule.

.v in Part 3, to give further information about the process of applying for authorisation and about how the Bar Standards Board intends to exercise its discretionary powers in relation to the authorisation of entities.

.b The Guidance set out in this Handbook is not the only guidance which is relevant to BSB regulated persons. In addition to the Guidance, the Bar Standards Board has published and will publish from time to time various guidance on its website which supplements this Handbook, including (but not limited to):

.i the Pupillage Handbook; and

.ii the BSB’s Supporting Information on the BSB Handbook Equality Rules.
In carrying out their obligations or meeting the requirements of this Handbook, BSB regulated persons must have regard to any relevant guidance issued by the Bar Standards Board which will be taken into account by the Bar Standards Board if there is an alleged breach of or otherwise non-compliance with of the obligations imposed on a BSB regulated person under this Handbook. Failure to comply with the guidance will not of itself be proof of such breach or non-compliance but the BSB regulated person will need to be able to show how the obligation has been met notwithstanding the departure from the relevant guidance.

Regulations – Part 5 of this Handbook sets out the regulations which bind the Bar Standards Board when it considers alleged breaches of the Handbook and subsequent enforcement action. These Regulations also bind the various Tribunals and panels referred to in that Part and all regulated persons who are subject to the enforcement process. When considering enforcement action under Part 5, the Bar Standards Board’s response to any alleged breach of or non-compliance with the Core Duties or the Rules will be informed by the impact of the alleged breach or non-compliance on the achievement of the relevant Outcomes, as well by as its own Supervision and Enforcement Policies and any other policies published from time to time which the Bar Standards Board regards as relevant (taking into account the nature of the alleged breach or non-compliance).
A3. Amendments to the Handbook

rl1 Subject to Rules 11 and 12, the Bar Standards Board may make amendments and/or additions to this Handbook by resolution and any such amendments and/or additions will take effect on such date as the Bar Standards Board appoints or, if no such date is appointed, on the date when notice of the amendment is first published on the Bar Standard Board’s website following approval under Schedule 4 of the Legal Services Act 2007.

rl2 The Bar Standards Board has no power without the unanimous consent of the Inns to amend or waive Rule Q4.1 or this Rule so as to permit a person who has not been called to the Bar by an Inn to practise as a barrister.

rl3 Any amendments to Section 5.C must be made in accordance with the requirements of that Section.

rl4 Amendments and additions will be published on the Bar Standards Board’s website.
A4. Waivers

1. Subject to r12, the Bar Standards Board shall have the power to waive or modify:
   .1 the duty imposed on a BSB regulated person to comply with the provisions of this Handbook; or
   .2 any other requirement of this Handbook
   .3 in such circumstances and to such extent as the Bar Standards Board may think fit and either conditionally or unconditionally.

2. Any application to the Bar Standards Board for a waiver of any of the mandatory requirements or to extend the time within which to complete any of the mandatory requirements must be made in writing, setting out all relevant circumstances relied on and supported by all relevant documentary evidence.
B. APPLICATION

r17 Subject to paragraphs r18 to r11 below, this Handbook applies to the following categories of person:

.1 all barristers, that is to say:
  .a barristers who hold a practising certificate in accordance with Section 3.C (“practising barristers”);
  .b barristers who are undertaking either the first non-practising six months of pupillage or the second practising six months of pupillage, or a part thereof and who are registered with the Bar Standards Board as a pupil (“pupils”); and
  .c all other barristers who do not hold a practising certificate but who have been called to the Bar by one of the inns and have not ceased to be a member of the Bar (“unregistered barristers”),

.2 European lawyers registered as such by the Bar Council and by an Inn in accordance with Section 3.D but only in connection with professional work undertaken by them in England and Wales (“registered European lawyers”);

.3 entities which have been authorised or licensed by the Bar Standards Board in accordance with Section 3.E of this Handbook, which means BSB authorised bodies and BSB licensed bodies (”BSB authorised bodies”);

.4 individuals who are authorised to provide reserved legal activities by another Approved Regulator where such individuals are directly or indirectly employed by a BSB authorised person (“authorised (non-BSB) individuals”);

.5 all partners, members or directors of a partnership, limited liability partnership or company respectively where such partnership, limited liability partnership or company is a BSB authorised body (“BSB regulated managers”) and, to the extent that this Handbook is expressed to apply to them in their capacity as such, owners of a BSB authorised body (“BSB regulated owners”);

.6 solely as regards provisions in this Handbook relating to disqualification from performing a relevant activity or relevant activities and not otherwise, any non-authorised individuals who are directly or indirectly employed by a BSB authorised person; and

.7 solely as regards Section 4.B of the Handbook, students and approved training organisations.

.8 and persons within paragraphs r17.1 to r17.5, when taken together, are referred to as “BSB regulated persons” throughout this Handbook, while persons in those categories when taken together with persons referred to in paragraph r17.6 are referred to as “relevant persons”. For the avoidance of doubt, students, and approved training organisations are neither BSB regulated persons nor relevant persons. “BSB regulated persons” includes those who are subject to suspension.

r18 If you are a BSB authorised individual who is employed by or a manager of an authorised (non-BSB) body and is subject to the regulatory arrangements of the Approved Regulator of that body, and the
requirements of that other Approved Regulator conflict with a provision within this Handbook then the conflicting provision within this Handbook shall not apply to you. You will instead be expected to comply with the requirements of that other Approved Regulator and, if you do so, you will not be considered to be in breach of the relevant provision of this Handbook.

rl9 If you are a pupil and are:

.1 the pupil of an employed barrister (non-authorised body); or
.2 the pupil of a manager or employee of a BSB authorised body; or
.3 the pupil of a manager or employee of an authorised (non-BSB) body; or
.4 spending a period of external training with a BSB authorised body or an authorised (non-BSB) body
.5 this Handbook will apply to you as though you were an employee of the barrister’s employer or the body concerned.

rl10 If you are a registered European lawyer, then, except where otherwise provided, the provisions of this Handbook which apply to barristers shall apply to you, in connection with all professional work undertaken by you in England and Wales, as if you were a self-employed barrister or an employed barrister (non-authorised body or a manager or employee of an authorised (non-BSB) body or a manager or employee of a BSB authorised body (as the case may be) depending on the way in which you practise.

rl11 In addition to the above, each Part to this Handbook has its own application section which sets out the more detailed application of that particular Part. In the event of any inconsistency, the application section specific to the particular Part shall prevail over these general provisions.

Subject to r114 below, in respect of anything done or omitted to be done or otherwise arising before 6 January 2014:

.1 Parts 2 and 3 of this Handbook shall not apply;

.2 the edition of the Code of Conduct or relevant Annexe in force at the relevant time shall apply; and

.3 any reference to Part 2, Part 3 or Part 5 of this Handbook shall include reference to the corresponding Part of the edition of the Code of Conduct or relevant Annexe which was in force at the relevant time.

Where:

.1 a matter is being dealt with under Annexe J (The Complaints Rules 2011), Annexe K (The Disciplinary Tribunals Regulations (2009) (Reissued 1 February 2012)), Annexe M (Hearings before the Visitors Rules), Annexe N (Interim Suspension Rules) or Annexe O (Fitness to Practise Rules) as at 6 January 2014; or

.2 anything done or omitted to be done or otherwise arising before 6 January 2014 required referral for consideration in accordance with any of the above Annexes,

then Part 5 of this Handbook shall apply to all such cases and any step taken pursuant to the Annexes then applying (if any) shall be regarded, unless otherwise decided, as having been taken pursuant to the equivalent provisions of Part 5 of this Handbook, save that no fine in excess of £15,000 may be imposed by a Disciplinary Tribunal in respect of conduct before 6 January 2014 and no financial administrative sanction in excess of £300 may be imposed by the PCC in respect of conduct before 6 January 2014.
In this Handbook:

1. words and phrases in italics shall have the meaning given to them in Part 6;

2. any reference to the masculine shall be deemed to include the feminine and any reference to the singular shall include the plural; and, in each case vice versa;

3. any reference to another provision in this Handbook shall be a reference to that provision as amended from time to time; and

4. where references are made to an enactment, it is a reference to that enactment as amended, and includes a reference to that provision as extended or applied by or under any other enactment.
Part 2

The Code of Conduct
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A. APPLICATION

Rules

rC1 Who?

.1 Section 2.B (Core Duties): applies to all BSB regulated persons except where stated otherwise, and references to “you” and “your” in Section 2.B shall be construed accordingly.

.2 Section 2.C (Conduct Rules):

.a Applies to all BSB regulated persons apart from unregistered barristers except where stated otherwise.

.b Rules C3.5, C4, C8, C16, C19 and C64 to C70 (and associated guidance to those rules) and the guidance on Core Duties also apply to unregistered barristers.

References to “you” and “your” in Section 2.C shall be construed accordingly.

.3 Section 2.D (Specific Rules): applies to specific groups as defined in each sub-section and references to “you” and “your” shall be construed accordingly.

rC2 When?

.1 Section 2.B applies when practising or otherwise providing legal services. In addition, CD5 and CD9 apply at all times.

.2 Section 2.C applies when practising or otherwise providing legal services. In addition, rules C8, C16 and C64 to C70 and the associated guidance apply at all times.

.3 Section 2.D applies when practising or otherwise providing legal services.

.4 Sections 2.B, 2.C and 2.D only apply to registered European lawyers in connection with professional work undertaken by them in that capacity in England and Wales.
B. THE CORE DUTIES

CD1 You must observe your duty to the court in the administration of justice [CD1].
CD2 You must act in the best interests of each client [CD2].
CD3 You must act with honesty and integrity [CD3].
CD4 You must maintain your independence [CD4].
CD5 You must not behave in a way which is likely to diminish the trust and confidence which the public places in you or in the profession [CD5].
CD6 You must keep the affairs of each client confidential [CD6].
CD7 You must provide a competent standard of work and service to each client [CD7].
CD8 You must not discriminate unlawfully against any person [CD8].
CD9 You must be open and co-operative with your regulators [CD9].
CD10 You must take reasonable steps to manage your practice, or carry out your role within your practice, competently and in such a way as to achieve compliance with your legal and regulatory obligations [CD10].

Guidance to the core duties

gC1 The Core Duties are not presented in order of precedence, subject to the following:

.1 CD1 overrides any other duty, if and to the extent the two are inconsistent. Rules C3.5 and C4 deal specifically with the relationship between CD1, CD2 and CD6 and you should refer to those rules and to the related Guidance;

.2 In certain other circumstances set out in this Code of Conduct one Core Duty overrides another. Specifically, Rule C16 provides that CD2 (as well as being subject to CD1) is subject to your obligations under CD3, CD4 and CD8.

gC2 Your obligation to take reasonable steps to manage your practice, or carry out your role within your practice, competently and in such a way as to achieve compliance with your legal and regulatory obligations (CD10) includes an obligation to take all reasonable steps to mitigate the effects of any breach of those legal and regulatory obligations once you become aware of the same.
C. THE CONDUCT RULES

C1. You and the court

Outcomes

oc1 The court is able to rely on information provided to it by those conducting litigation and by advocates who appear before it.
oc2 The proper administration of justice is served.
oc3 The interests of clients are protected to the extent compatible with outcomes oc1 and oc2 and the Core Duties.
oc4 Both those who appear before the court and clients understand clearly the extent of the duties owed to the court by advocates and those conducting litigation and the circumstances in which duties owed to clients will be overridden by the duty owed to the court.
oc5 The public has confidence in the administration of justice and in those who serve it.

Rules

rc3 You owe a duty to the court to act with independence in the interests of justice. This duty overrides any inconsistent obligations which you may have (other than obligations under the criminal law). It includes the following specific obligations which apply whether you are acting as an advocate or are otherwise involved in the conduct of litigation in whatever role (with the exception of Rule C3.1 below, which applies when acting as an advocate):

.1 you must not knowingly or recklessly mislead or attempt to mislead the court;
.2 you must not abuse your role as an advocate;
.3 you must take reasonable steps to avoid wasting the court’s time;
.4 you must take reasonable steps to ensure that the court has before it all relevant decisions and legislative provisions;
.5 you must ensure that your ability to act independently is not compromised.

rc4 Your duty to act in the best interests of each client is subject to your duty to the court.

rc5 Your duty to the court does not require you to act in breach of your duty to keep the affairs of each client confidential.

Not misleading the court

rc6 Your duty not to mislead the court or to permit the court to be misled will include the following obligations:
.1 you must not:

.a make submissions, representations or any other statement; or

.b ask questions which suggest facts to witnesses

which you know, or are instructed, are untrue or misleading.

.2 you must not call witnesses to give evidence or put affidavits or witness statements to the court which you know, or are instructed, are untrue or misleading, unless you make clear to the court the true position as known by or instructed to you.

Guidance on Rules C3 – C6 and relationship to CD1 and CD2

gC3 Rules C3 – C6 set out some specific aspects of your duty to the court (CD1). See CD1 and associated Guidance at gC1

gC4 Knowingly misleading the court includes inadvertently misleading the court if you later realise that you have misled the court, and you fail to correct the position. Recklessness means being indifferent to the truth, or not caring whether something is true or false. The duty continues to apply for the duration of the case.

gC5 Your duty under Rule C3.3 includes drawing to the attention of the court any decision or provision which may be adverse to the interests of your client. It is particularly important where you are appearing against a litigant who is not legally represented.

gC6 You are obliged by CD2 to promote and to protect your client’s interests so far as that is consistent with the law and with your overriding duty to the court under CD1. Your duty to the court does not prevent you from putting forward your client’s case simply because you do not believe that the facts are as your client states them to be (or as you, on your client’s behalf, state them to be), as long as any positive case you put forward accords with your instructions and you do not mislead the court. Your role when acting as an advocate or conducting litigation is to present your client’s case, and it is not for you to decide whether your client’s case is to be believed.

Example, you are entitled and it may often be appropriate to draw to the witness’s attention other evidence which appears to conflict with what the witness is saying and you are entitled to indicate that a court may find a particular piece of evidence difficult to accept. But if the witness maintains that the evidence is true, it should be recorded in the witness statement and you will not be misleading the court if you call the witness to confirm their witness statement. Equally, there may be circumstances where you call a hostile witness whose evidence you are instructed is untrue. You will not be in breach of Rule C6 if you make the position clear to the court. See further the guidance at gC14.

As set out in Rule C4, your duty to the court does not permit or require you to disclose confidential information which you have obtained in the course of your instructions and which your client has not authorised you to disclose to the court. However, Rule C6 requires you not knowingly to mislead the court or to permit the court to be misled. There may be situations where you have obligations under both these rules.

Rule C3.5 makes it clear that your duty to act in the best interests of your client is subject to your duty to the court. For example, if your client were to tell you that he had committed the crime with which he was charged, in order to be able to ensure compliance with Rule C4 on the one hand and Rule C3 and Rule C6 on the other: 
.1 you would not be entitled to disclose that information to the court without your client’s consent; and

.2 you would not be misleading the court if, after your client had entered a plea of ‘not guilty’, you were to test in cross-examination the reliability of the evidence of the prosecution witnesses and then address the jury to the effect that the prosecution had not succeeded in making them sure of your client’s guilt.

However, you would be misleading the court and would therefore be in breach of Rules C3 and C6 if you were to set up a positive case inconsistent with the confession, as for example by:

.1 suggesting to prosecution witnesses, calling your client or your witnesses to show; or submitting to the jury, that your client did not commit the crime; or

.2 suggesting that someone else had done so; or

.3 putting forward an alibi.

If there is a risk that the court will be misled unless you disclose confidential information which you have learned in the course of your instructions, you should ask the client for permission to disclose it to the court. If your client refuses to allow you to make the disclosure you must cease to act, and return your instructions: see Rules C25 to C27 below. In these circumstances you must not reveal the information to the court.

For example, if your client tells you that he has previous convictions of which the prosecution is not aware, you may not disclose this without his consent. However, in a case where mandatory sentences apply, the non-disclosure of the previous convictions will result in the court failing to pass the sentence that is required by law. In that situation, you must advise your client that if consent is refused to your revealing the information you will have to cease to act. In situations where mandatory sentences do not apply, and your client does not agree to disclose the previous convictions, you can continue to represent your client but in doing so must not say anything that misleads the court. This will constrain what you can say in mitigation. For example, you could not advance a positive case of previous good character knowing that there are undisclosed prior convictions. Moreover, if the court asks you a direct question you must not give an untruthful answer and therefore you would have to withdraw if, on your being asked such a question, your client still refuses to allow you to answer the question truthfully. You should explain this to your client.

Similarly, if you become aware that your client has a document which should be disclosed but has not been disclosed, you cannot continue to act unless your client agrees to the disclosure of the document. In these circumstances you must not reveal the existence or contents of the document to the court.

Not abusing your role as an advocate

Where you are acting as an advocate, your duty not to abuse your role includes the following obligations:

.1 you must not make statements or ask questions merely to insult, humiliate or annoy a witness or any other person;

.2 you must not make a serious allegation against a witness whom you have had an opportunity to cross-examine unless you have given that witness a chance to answer the allegation in cross-examination;

Rules
.3 you must not make a serious allegation against any person, or suggest that a person is guilty of a crime with which your client is charged unless:

.a you have reasonable grounds for the allegation; and

.b the allegation is relevant to your client’s case or the credibility of a witness; and

.c where the allegation relates to a third party, you avoid naming them in open court unless this is reasonably necessary.

.4 you must not put forward to the court a personal opinion of the facts or the law unless you are invited or required to do so by the court or by law.
C2. Behaving ethically

Outcomes

OC6 Those and entities regulated by the Bar Standards Board maintain standards of honesty, integrity and independence, and are seen as so doing.

OC7 The proper administration of justice, access to justice and the best interests of clients are served.

OC8 Those and entities regulated by the Bar Standards Board do not discriminate unlawfully and take appropriate steps to prevent discrimination occurring in their practices.

OC9 Those and entities regulated by the Bar Standards Board and clients understand the obligations of honesty, integrity and independence.

Rules

Honesty, integrity and independence

RC8 You must not do anything which could reasonably be seen by the public to undermine your honesty, integrity (CD3) and independence (CD4).

RC9 Your duty to act with honesty and integrity under CD3 includes the following requirements:

.1 you must not knowingly or recklessly mislead or attempt to mislead anyone;

.2 you must not draft any statement of case, witness statement, affidavit or other document containing:

.a any statement of fact or contention which is not supported by your client or by your instructions;

.b any contention which you do not consider to be properly arguable;

.c any allegation of fraud, unless you have clear instructions to allege fraud and you have reasonably credible material which establishes an arguable case of fraud;

.d (in the case of a witness statement or affidavit) any statement of fact other than the evidence which you reasonably believe the witness would give if the witness were giving evidence orally;

.3 you must not encourage a witness to give evidence which is misleading or untruthful;

.4 you must not rehearse, practise with or coach a witness in respect of their evidence;

.5 unless you have the permission of the representative for the opposing side or of the court, you must not communicate with any witness (including your client) about the case while the witness is giving evidence;

.6 you must not make, or offer to make, payments to any witness which are contingent on his evidence or on the outcome of the case;

.7 you must only propose, or accept, fee arrangements which are legal.
SECTION C: THE CONDUCT RULES

PART 2

C2: Behaving ethically

Guidance on Rules C8 and C9 and their relationship to CD1, CD2, CD3, CD4 and CD5

GC14 Your honesty, integrity and independence are fundamental. The interests of justice (CD1) and the client’s best interests (CD2) can only be properly served, and any conflicts between the two properly resolved, if you conduct yourself honestly and maintain your independence from external pressures, as required by CD3 and CD4. You should also refer to Rule C16 which subjects your duty to act in the best interests of your client (CD2) to your observance of CD3 and CD4, as well as to your duty to the court (CD1).

GC15 Other rules deal with specific aspects of your obligation to act in your client’s best interests (CD2) while maintaining honesty, integrity (CD3) and independence (CD4), such as Rule C21 (not acting where your independence is compromised), Rule C10 (not paying or accepting referral fees) and C21 (not acting in circumstances of a conflict of interest or where you risk breaching one client’s confidentiality in favour of another’s).

GC16 Rule C3 addresses how your conduct is perceived by the public. Conduct on your part which the public may reasonably perceive as undermining your honesty, integrity or independence is likely to diminish the trust and confidence which the public places in you or in the profession, in breach of CD5. Rule C8 is not exhaustive of the ways in which CD5 may be breached.

GC17 In addition to your obligation to only propose, or accept, fee arrangements which are legal in Rule C9.7, you must also have regard to your obligations in relation to referral fees in Rule C10 and the associated guidance.

Examples of how you may be seen as compromising your independence

GC18 The following may reasonably be seen as compromising your independence in breach of Rule 8 (whether or not the circumstances are such that Rule C10 is also breached):

1. offering, promising or giving:
   a. any commission or referral fee (of whatever size) – note that these are in any case prohibited by Rule C10 and associated guidance; or
   b. a gift (apart from items of modest value),
   to any client, professional client or other intermediary; or

2. lending money to any such client, professional client or other intermediary; or

3. accepting any money (whether as a loan or otherwise) from any client, professional client or other intermediary, unless it is a payment for your professional services or reimbursement of expenses or of disbursements made on behalf of the client;

GC19 If you are offered a gift by a current, prospective or former client, professional client or other intermediary, you should consider carefully whether the circumstances and size of the gift would reasonably lead others to think that your independence had been compromised. If this would be the case, you should refuse to accept the gift.

GC20 The giving or receiving of entertainment at a disproportionate level may also give rise to a similar issue and so should not be offered or accepted if it would lead others reasonably to think that your independence had been compromised.
gC21 Guidance C18 to C20 above is likely to be more relevant where you are a self-employed barrister, a BSB authorised body, an authorised (non-BSB) individual, an employed barrister (BSB authorised body) or a BSB regulated manager. If you are a BSB authorised individual who is an employee or manager of an authorised (non-BSB) body or you are an employed barrister (non-authorised body) and your approved regulator or employer (as appropriate) permits payments to which Rule C10 applies, you may make or receive such payments only in your capacity as such and as permitted by the rules of your approved regulator or employer (as appropriate). For further information on referral fees, see the guidance at C32).

gC22 The former prohibition on practising barristers expressing a personal opinion in the media in relation to any future or current proceedings in which they are briefed has been removed. Practising barristers must, nevertheless, ensure that any comment they may make does not undermine, and is not reasonably seen as undermining, their independence. Furthermore, any such comment must not bring the profession, nor any other barrister into disrepute. Further guidance is available on the Bar Standards Board’s website (https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/) or by clicking on the relevant link.

Examples of what your duty to act with honesty and integrity may require

gC23 Rule C9 sets out some specific aspects of your duty under CD3 to act with honesty and integrity.

gC24 In addition to the above, where the other side is legally represented and you are conducting correspondence in respect of the particular matter, you are expected to correspond at all times with that other party’s legal representative – otherwise you may be regarded as breaching CD3 or Rule C9.

Other possible breaches of CD3 and/or CD5

gC25 A breach of Rule C9 may also constitute a breach of CD3 and/or CD5. Other conduct which is likely to be treated as a breach of CD3 and/or CD5 includes (but is not limited to):

.1 subject to Guidance C26 below, breaches of Rule C8;
.2 breaches of Rule C10;
.3 criminal conduct, other than minor criminal offences (see Guidance C27);
.4 seriously offensive or discreditable conduct towards third parties;
.5 dishonesty;
.6 unlawful victimisation or harassment; or
.7 abuse of your professional position.

gC26 For the purposes of Guidance C25.7 above, referring to your status as a barrister, for example on professional notepaper, in a context where it is irrelevant, such as in a private dispute, may well constitute abuse of your professional position and thus involve a breach of CD3 and/or CD5.

gC27 Conduct which is not likely to be treated as a breach of Rules C8 or C9, or CD3 or CD5, includes (but is not limited to):

.1 minor criminal offences;
.2 your conduct in your private or personal life, unless this involves:
.3 abuse of your professional position; or
.4 committing a criminal offence, other than a minor criminal offence.
For the purpose of Guidance C27 above, minor criminal offences include:

1. an offence committed in the United Kingdom which is a fixed-penalty offence under the Road Traffic Offenders Act 1988; or

2. an offence committed in the United Kingdom or abroad which is dealt with by a procedure substantially similar to that for such a fixed-penalty offence; or

3. an offence whose main ingredient is the unlawful parking of a motor vehicle.

You must not pay or receive referral fees.

Making or receiving payments in order to procure or reward the referral to you by an intermediary of professional instructions is inconsistent with your obligations under CD2 and/or CD3 and/or CD4 and may also breach CD5.

Where public funding is in place, the Legal Aid Agency’s Unified Contract Standard Terms explicitly prohibit contract-holders from making or receiving any payment (or any other benefit) for the referral or introduction of a client, whether or not the lay client knows of, and consents to, the payment;

whether in a private or publicly funded case, a referral fee to which the client has not consented may constitute a bribe and therefore a criminal offence under the Bribery Act 2010;

referral fees and inducements (as defined in the Criminal Justice and Courts Act 2015) are prohibited where they relate to a claim or potential claim for damages for personal injury or death or arise out of circumstances involving personal injury or death personal injury claims: section 56 Legal Aid, Sentencing and Punishment of Offenders Act 2012 and section 58 Criminal Justice and Courts Act 2015.

Rule C10 does not prohibit proper expenses that are not a reward for referring work, such as genuine and reasonable payments for:

1. clerking and administrative services (including where these are outsourced);

2. membership subscriptions to ADR bodies that appoint or recommend a person to provide mediation, arbitration or adjudication services; or

3. advertising and publicity, which are payable whether or not any work is referred. However, the fact that a fee varies with the amount of work received does not necessarily mean that that it is a referral fee, if it is genuinely for a marketing service from someone who is not directing work to one provider rather than another, depending on who pays more.

Further guidance is available at https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/
SECTION C: THE CONDUCT RULES

PART 2

C2: Behaving ethically

Rules

Undertakings

rC11 You must within an agreed timescale or within a reasonable period of time comply with any undertaking you give in the course of conducting litigation.

Guidance

Guidance on Rule C11

gC33 You should ensure your insurance covers you in respect of any liability incurred in giving an undertaking.

Rules

Discrimination

rC12 You must not discriminate unlawfully against, victimise or harass any other person on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, gender re-assignment, sexual orientation, marital or civil partnership status, disability, age, religion or belief, or pregnancy and maternity.

Guidance

Guidance on Rule C12

gC34 Rules rC110 and associated guidance are also relevant to equality and diversity. The BSB’s Supporting Information on the BSB Handbook Equality Rules are available on the BSB website: https://www.barstandardsboard.org.uk/media/1562168/bsb_equality_rules_handbook_corrected.pdf.

Rules

Foreign work

rC13 In connection with any foreign work you must comply with any applicable rule of conduct prescribed by the law or by any national or local Bar of:

.1 the place where the work is or is to be performed; and

.2 the place where any proceedings or matters to which the work relates are taking place or contemplated;

unless such rule is inconsistent with any requirement of the Core Duties.

rC14 If you solicit work in any jurisdiction outside England and Wales, you must not do so in a manner which would be prohibited if you were a member of the local Bar.
Guidance on Rules C13 and C14

gC35  When you are engaged in cross border activities within a CCBE State other than the UK, you must comply with the rules at 2.D5 which implement the part of the Code of Conduct for European Lawyers not otherwise covered by this Handbook as well as with any other applicable rules of conduct relevant to that particular CCBE State. It is your responsibility to inform yourself as to any applicable rules of conduct.
C3. You and your client

Outcomes

- **C10** Clients receive a competent standard of work and service.
- **C11** Clients’ best interests are protected and promoted by those acting for them.
- **C12** BSB authorised persons do not accept instructions from clients where there is a conflict between their own interests and the clients’ or where there is a conflict between one or more clients except when permitted in this Handbook.
- **C13** Clients know what to expect and understand the advice they are given.
- **C14** Care is given to ensure that the interests of vulnerable clients are taken into account and their needs are met.
- **C15** Clients have confidence in those who are instructed to act on their behalf.
- **C16** Instructions are not accepted, refused, or returned in circumstances which adversely affect the administration of justice, access to justice or (so far as compatible with these) the best interests of the client.
- **C17** Clients and BSB authorised persons and authorised (non-BSB) individuals and BSB regulated managers are clear about the circumstances in which instructions may not be accepted or may or must be returned.
- **C18** Clients are adequately informed as to the terms on which work is to be done.
- **C19** Clients understand how to bring a complaint and complaints are dealt with promptly, fairly, openly and effectively.
- **C20** Clients understand who is responsible for work done for them.

Rules

**Best interests of each client, provision of a competent standard of work and confidentiality**

- **R15** Your duty to act in the best interests of each client (CD2), to provide a competent standard of work and service to each client (CD7) and to keep the affairs of each client confidential (CD6) includes the following obligations:
  1. you must promote fearlessly and by all proper and lawful means the client’s best interests;
  2. you must do so without regard to your own interests or to any consequences to you (which may include, for the avoidance of doubt, you being required to take reasonable steps to mitigate the effects of any breach of this Handbook);
  3. you must do so without regard to the consequences to any other person (whether to your professional client, employer or any other person);
  4. you must not permit your professional client, employer or any other person to limit your discretion as to how the interests of the client can best be served; and
You must protect the confidentiality of each client’s affairs, except for such disclosures as are required or permitted by law or to which you client gives informed consent.

Your duty to act in the best interests of each client (CD2) is subject to your duty to the court (CD1) and to your obligations to act with honesty, and integrity (CD3) and to maintain your independence (CD4).

Your duty is to your client, not to your professional client or other intermediary (if any).

Rules C15 and C16 are expressed in terms of the interests of each client. This is because you may only accept instructions to act for more than one client if you are able to act in the best interests of each client as if that client were your only client, as CD2 requires of you. See further Rule C17 on the circumstances when you are obliged to advise your client to seek other legal representation and Rules C21.2 and C21.3 on conflicts of interest and the guidance to those rules at gC69.

CD7 requires not only that you provide a competent standard of work but also a competent standard of service to your client. Rule C15 is not exhaustive of what you must do to ensure your compliance with CD2 and CD7. By way of example, a competent standard of work and of service also includes:

1. treating each client with courtesy and consideration; and
2. seeking to advise your client, in terms they can understand; and
3. taking all reasonable steps to avoid incurring unnecessary expense; and
4. reading your instructions promptly. This may be important if there is a time limit or limitation period. If you fail to read your instructions promptly, it is possible that you will not be aware of the time limit until it is too late.

In order to be able to provide a competent standard of work, you should keep your professional knowledge and skills up to date, regularly take part in professional development and educational activities that maintain and further develop your competence and performance and, where you are a BSB authorised body or a manager of such body, you should take reasonable steps to ensure that managers and employees within your organisation undertake such training. Merely complying with the minimum Continuing Professional Development requirements may not be sufficient to comply with Rule C15. You should also ensure that you comply with any specific training requirements of the Bar Standards Board before undertaking certain activities – for example, you should not attend a police station to advise a suspect or interviewee as to the handling and conduct of police interviews unless you have complied with such training requirements as may be imposed by the Bar Standards Board in respect of such work. Similarly, you should not undertake public access work without successfully completing the required training specified by the Bar Standards Board.

In addition to Guidance gC38 above, a BSB authorised body or a manager of such body should ensure that work is allocated appropriately, to managers and/or employees with the appropriate knowledge and expertise to undertake such work.

You should remember that your client may not be familiar with legal proceedings and may find them difficult and stressful. You should do what you reasonably can to ensure that the client understands the process and what to expect from it and from you. You should also try to avoid any unnecessary distress for your client. This is particularly important where you are dealing with a vulnerable client.

The duty of confidentiality (CD6) is central to the administration of justice. Clients who put their confidence in their legal advisers must be able to do so in the knowledge that the information they
give, or which is given on their behalf, will stay confidential. In normal circumstances, this information will be privileged and not disclosed to a court. CD6, rC4 and Guidance C8 and C11 to C13 provide further information.

gC43 Rule C15.5 acknowledges that your duty of confidentiality is subject to an exception if disclosure is required or permitted by law. For example, you may be obliged to disclose certain matters by the Proceeds of Crime Act 2002. Disclosure in those circumstances would not amount to a breach of CD6 or Rule C15.5. In other circumstances, you may only make disclosure of confidential information where your client gives informed consent to the disclosure. See the Guidance to Rule C21 at gC68 for an example of circumstances where it may be appropriate for you to seek such consent.

gC44 There may be circumstances when your duty of confidentiality to your client conflicts with your duty to the court. Rule C4 and Guidance C8 and C11 to C13 provide further information.

gC45 Similarly, there may be circumstances when your duty of confidentiality to your client conflicts with your duty to your regulator. Rule C64 and Guidance C92 to C93 in respect of that rule provide further information. In addition, Rule C66 may also apply.

gC46 If you are a pupil of, or are devilling work for, a self-employed barrister, Rule C15.5 applies to you as if the client of the self-employed barrister was your own client.

gC47 The section You and Your Practice, at 2.5, provides for duties regarding the systems and procedures you must put in place and enforce in order to ensure compliance with Rule C15.5.

gC48 If you are an authorised individual or a manager working in a BSB authorised body your personal duty to act in the best interests of your client requires you to assist in the redistribution of client files and otherwise assisting to ensure each client’s interests are protected in the event that the BSB authorised body itself is unable to do so for whatever reason (for example, insolvency).

Rules

rC17 Your duty to act in the best interests of each client (CD2) includes a duty to consider whether the client’s best interests are served by different legal representation, and if so, to advise the client to that effect.

Guidance

Guidance on Rule C17

gC49 Your duty to comply with Rule C17 may require you to advise your client that in their best interests they should be represented by:

.1 a different advocate or legal representative, whether more senior or more junior than you, or with different experience from yours;

.2 more than one advocate or legal representative;

.3 fewer advocates or legal representatives than have been instructed; or

.4 in the case where you are acting through a professional client, different solicitors.

gC50 Specific rules apply where you are acting on a public access basis, which oblige you to consider whether solicitors should also be instructed. As to these see the public access rules at Section 2.D2 and further in respect of BSB regulated bodies Rule S28 and the associated guidance.
CD2 and Rules C15.5 and C17 require you, subject to Rule C16, to put your client’s interests ahead of your own and those of any other person. If you consider that your professional client, another solicitor or intermediary, another barrister, or any other person acting on behalf of your client has been negligent, you should ensure that your client is advised of this.

Your duty to provide a competent standard of work and service to each client (CD7) includes a duty to inform your professional client, or your client if instructed by a client, as far as reasonably possible in sufficient time to enable appropriate steps to be taken to protect the client’s interests, if:

.1 it becomes apparent to you that you will not be able to carry out the instructions within the time requested, or within a reasonable time after receipt of instructions; or

.2 there is an appreciable risk that you may not be able to undertake the instructions.

For further information about what you should do in the event that you have a clash of listings, please refer to our guidance which can be accessed on the Bar Standards Board’s website at https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/.

If you supply, or offer to supply, legal services, you must not mislead, or cause or permit to be misled, any person to whom you supply, or offer to supply, legal services about:

.1 the nature and scope of the legal services which you are offering or agreeing to supply;

.2 the terms on which the legal services will be supplied, who will carry out the work and the basis of charging;

.3 who is legally responsible for the provision of the services;

.4 whether you are entitled to supply those services and the extent to which you are regulated when providing those services and by whom; or

.5 the extent to which you are covered by insurance against claims for professional negligence.

The best interests of clients (CD2) and public confidence in the profession (CD5) are undermined if there is a lack of clarity as to whether services are regulated, who is supplying them, on what terms, and what redress clients have and against whom if things go wrong. Rule C19 may potentially be infringed in a broad variety of situations. You must consider how matters will appear to the client.
Clients may, by way of example, be misled if self-employed barristers were to share premises with solicitors or other professionals without making sufficiently clear to clients that they remain separate and independent from one another and are not responsible for one another’s work.

Likewise, it is likely to be necessary to make clear to clients that any entity established as a “ProcureCo” is not itself able to supply reserved legal activities and is not subject to regulation by the Bar Standards Board.

A set of chambers dealing directly with unsophisticated lay clients might breach Rule C19 if its branding created the appearance of an entity or partnership and it failed to explain that the members of chambers are, in fact, self-employed individuals who are not responsible for one another’s work.

Knowingly or recklessly publishing advertising material which is inaccurate or likely to mislead could also result in you being in breach of Rule C19. You should be particularly careful about making comparisons with other persons as these may often be regarded as misleading.

If you carry out public access work but are not authorised to conduct litigation, you would breach Rule C19 if you caused or permitted your client to be misled into believing that you are entitled to, or will, provide services that include the conduct of litigation on behalf of your client.

If you are a self-employed barrister, you would, for example, likely be regarded as having breached Rule C19 if you charged at your own hourly rate for work done by a devil or pupil. Moreover, such conduct may well breach your duty to act with honesty and integrity (CD3).

If you are an unregistered barrister, you would breach Rule C19 if you misled your client into thinking that you were providing legal services to them as a barrister or that you were subject to the same regulation as a practising barrister. You would also breach the rule if you implied that you were covered by insurance if you were not, or if you suggested that your clients could seek a remedy from the Bar Standards Board or the Legal Ombudsman if they were dissatisfied with the services you provided. You should also be aware of the rules set out in Section D5 of this Code of Conduct and the additional guidance for unregistered barristers available on the Bar Standards Board website which can be accessed here https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/.

Rule C19.3 is particularly relevant where you act in more than one capacity, for example as a BSB authorised individual as well as a manager or employee of an authorised (non BSB) body. This is because you should make it clear to each client in what capacity you are acting and, therefore, who has legal responsibility for the provision of the services.

If you are a pupil, you should not hold yourself out as a member of chambers or permit your name to appear as such. You should ensure the client understands your status.

A number of other rules impose positive obligations on you, in particular circumstances, to make clear your regulatory status and the basis and terms on which you are acting. See, for example, Rule C23 and guidance C74.

Rules

Personal responsibility

Where you are a BSB authorised individual, you are personally responsible for your own conduct and for your professional work. You must use your own professional judgment in relation to those matters on which you are instructed and be able to justify your decisions and actions. You must do this notwithstanding the views of your client, professional client, employer or any other person.
Guidance on Rule C20

gC64 It is fundamental that BSB authorised individuals and authorised (non-BSB) individuals are personally responsible for their own conduct and for their own professional work, whether they are acting in a self-employed or employed capacity (in the case of BSB authorised individuals) or as an employee or manager of a BSB authorised body (in the case of authorised (non-BSB) individuals).

gC65 Nothing in Rule C20 is intended to prevent you from delegating or outsourcing to any other person discrete tasks (for example, research) which such other person is well-equipped to provide. However, where such tasks are delegated or outsourced, you remain personally responsible for such work. Further, in circumstances where such tasks are being outsourced, Rule C87 which deals with outsourcing, must be complied with.

gC66 You are responsible for the service provided by all those who represent you in your dealings with your client, including your clerks or any other employees or agents.

gC67 Nothing in this rule or guidance prevents a BSB authorised body from contracting on the basis that any civil liability for the services provided by a BSB regulated individual lies with the BSB authorised body and the BSB regulated individual is not to be liable. However, any such stipulation as to civil liability does not affect the regulatory obligations of the BSB regulated individual including (but not limited to) that of being personally responsible under Rule rC20 for the professional judgments made.

gC68 See, further, guidance to Rule C19, as regards work by pupils and devils Rule C15, gC124 and Rule C85 (on outsourcing).

Accepting instructions

rC21 You must not accept instructions to act in a particular matter if:

.1 due to any existing or previous instructions you are not able to fulfil your obligation to act in the best interests of the prospective client; or

.2 there is a conflict of interest between your own personal interests and the interests of the prospective client in respect of the particular matter; or

.3 there is a conflict of interest between the prospective client and one or more of your former or existing clients in respect of the particular matter unless all of the clients who have an interest in the particular matter give their informed consent to your acting in such circumstances; or

.4 there is a real risk that information confidential to another former or existing client, or any other person to whom you owe duties of confidence, may be relevant to the matter, such that if, obliged to maintain confidentiality, you could not act in the best interests of the prospective client, and the former or existing client or person to whom you owe that duty does not give informed consent to disclosure of that confidential information; or

.5 your instructions seek to limit your ordinary authority or discretion in the conduct of proceedings in court; or

.6 your instructions require you to act other than in accordance with law or with the provisions of this Handbook; or
.7 you are not authorised and/or otherwise accredited to perform the work required by the relevant instruction; or

.8 you are not competent to handle the particular matter or otherwise do not have enough experience to handle the matter; or

.9 you do not have enough time to deal with the particular matter, unless the circumstances are such that it would nevertheless be in the client’s best interests for you to accept; or

.10 there is a real prospect that you are not going to be able to maintain your independence.

Guidance

Guidance on Rule C21

gC69 Rules C21.2, C21.3 and C21.4 are intended to reflect the law on conflict of interests and confidentiality and what is required of you by your duty to act in the client’s best interests (CD2), independently (CD4), and maintaining client confidentiality (CD6). You are prohibited from acting where there is a conflict of interest between your own personal interests and the interests of a prospective client. However, where there is a conflict of interest between an existing client or clients and a prospective client or two or more prospective clients, you may be entitled to accept instructions or to continue to act on a particular matter where you have fully disclosed to the relevant clients and prospective clients (as appropriate) the extent and nature of the conflict; they have each provided their informed consent to you acting; and you are able to act in the best interests of each client and independently as required by CD2 and CD4.

gC70 Examples of where you may be required to refuse to accept instructions in accordance with Rule C21.7 include:

.1 where the instructions relate to the provision of litigation services and you have not been authorised to conduct litigation in accordance with the requirements of this Handbook; and

.2 where the matter involves criminal advocacy and you are not (or, where you are a BSB authorised body, none of your managers or employees are) accredited at the correct QASA level to undertake such work in accordance with the Quality Assurance Scheme for Advocates Rules set out at 2.C3; and

.3 where the matter would require you to conduct correspondence with parties other than your client (in the form of letters, faxes, emails or the like), you do not have adequate systems, experience or resources for managing appropriately such correspondence and/or you do not have adequate insurance in place in accordance with Rule C75 which covers, amongst other things, any loss suffered by the client as a result of the conduct of such correspondence.

gC71 Competency and experience under Rule C21.8 includes your ability to work with vulnerable clients.

gC72 Rule C21.9 recognises that there may be exceptional circumstances when instructions are delivered so late that no suitable, competent advocate would have adequate time to prepare. In those cases you are not required to refuse instructions as it will be in the client’s best interests that you accept. Indeed, if you are obliged under the cab rank rule to accept the instructions, you must do so.

gC73 Rule C21.10 is an aspect of your broader obligation to maintain your independence (CD4). Your ability to perform your duty to the court (CD1) and act in the best interests of your client (CD2) may be put at risk if you act in circumstances where your independence is compromised. Examples of when you may not be able to maintain your independence include appearing as an advocate in a matter in which you are likely to be called as a witness (unless the matter on which you are likely to be called as a witness is peripheral or minor in the context of the litigation as a whole and is unlikely to lead to your
involvement in the matter being challenged at a later date). However, if you are planning to withdraw from a case because it appears that you are likely to be a witness on a material question of fact, you should only withdraw if you can do so without jeopardising the client’s interests.

Where the instructions relate to public access or licensed access work and you are a self-employed barrister you will also need to have regard to the relevant rules at 2.D2. If you are a BSB authorised body, you should have regard to the guidance to Rule S28.

**Rules**

**Defining terms or basis on which instructions are accepted**

rC22 Where you first accept instructions to act in a matter:

.1 you must, subject to Rule C23, confirm in writing acceptance of the instructions and the terms and/or basis on which you will be acting, including the basis of charging;

.2 where your instructions are from a professional client, the confirmation required by rC22.1 must be sent to the professional client;

.3 where your instructions are from a client, the confirmation required by rC22.1 must be sent to the client.

.4 if you are a BSB authorised body, you must ensure that the terms under which you accept instructions from clients include consent from clients to disclose and give control of files to the Bar Standards Board or its agent in circumstances where the conditions in rS113.5 are met.

rC23 In the event that, following your acceptance of the instructions in accordance with Rule C22, the scope of the instructions is varied by the relevant client (including where the client instructs you on additional aspects relating to the same matter), you are not required to confirm again in writing acceptance of the instructions or the terms and/or basis upon which you will be acting. In these circumstances, you will be deemed to have accepted the instructions when you begin the work, on the same terms or basis as before, unless otherwise specified.

rC24 You must comply with the requirements set out in Rules C22 and C23 before doing the work unless that is not reasonably practicable, in which case you should do so as soon as reasonably practicable.

**Guidance**

**Guidance to Rules C22 to C24**

gC75 Compliance with the requirement in Rule C22 to set out the terms and/or basis upon which you will be acting may be achieved by including a reference or link to the relevant terms in your written communication of acceptance. You may, for example, refer the client or professional client (as the case may be) to the terms of service set out on your website or to standard terms of service set out on the Bar Council’s website (in which regard, please also refer to the guidance on the use of the standard terms of service which can be found here [http://www.barcouncil.org.uk/media/185511/contractualterms.pdf](http://www.barcouncil.org.uk/media/185511/contractualterms.pdf)). Where you agree to do your work on terms and conditions that have been proposed to you by the client or by the professional client, you should confirm in writing that that is the basis on which your work is done. Where there are competing sets of terms and conditions, which terms have been agreed and are the basis of your retainer will be a matter to be determined in accordance with the law of contract.

gC76 Your obligation under Rule C23 is to ensure that the basis on which you act has been defined, which does not necessarily mean governed by your own contractual terms. In circumstances where Rule
C3: You and your client

C23 applies, you should take particular care to ensure that the client is clear about the basis for charging for any variation to the work where it may be unclear. You must also ensure that you comply with the requirements of the Provision of Services Regulations 2009 http://www.legislation.gov.uk/ukdsi/2009/9780111486276/contents. See further Rule C19 (not misleading clients or prospective clients) and the guidance to that rule at gC52 to gC62.

If you are a self-employed barrister a clerk may confirm on your behalf your acceptance of instructions in accordance with Rules C22 and C23 above.

When accepting instructions, you must also ensure that you comply with the complaints handling rules set out in Section 2.D.

When accepting instructions in accordance with Rule C22, confirmation by email will satisfy any requirement for written acceptance.

You may have been instructed in relation to a discrete and finite task, such as to provide an opinion on a particular issue, or to provide ongoing services, for example, to conduct particular litigation. Your confirmation of acceptance of instructions under Rule C22 should make clear the scope of the instructions you are accepting, whether by cross-referring to the instructions, where these are in writing or by summarising your understanding of the scope of work you are instructed to undertake.

Disputes about costs are one of the most frequent complaints. The provision of clear information before work starts is the best way of avoiding such complaints. The Legal Ombudsman has produced a useful guide “An Ombudsman’s view of good costs service” which can be found here http://www.legalombudsman.org.uk/downloads/documents/publications/Ombudsman-view-good-costs-service.pdf.

Where the instructions relate to public access or licensed access work and you are a self-employed barrister, you will also need to have regard to the relevant rules at 2.D2. If you are a BSB authorised body, you should have regard to the guidance to Rule S23.

Rules

Returning instructions

Where you have accepted instructions to act but one or more of the circumstances set out in Rules C21.1 to C21.10 above then arises, you must cease to act and return your instructions promptly. In addition, you must cease to act and return your instructions if:

1. in a case funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid it has become apparent to you that this funding has been wrongly obtained by false or inaccurate information and action to remedy the situation is not immediately taken by your client; or
2. the client refuses to authorise you to make some disclosure to the court which your duty to the court requires you to make; or
3. you become aware during the course of a case of the existence of a document which should have been but has not been disclosed, and the client fails to disclose it or fails to permit you to disclose it, contrary to your advice.

You may cease to act on a matter on which you are instructed and return your instructions if:

1. your professional conduct is being called into question; or
2. the client consents; or
3. you are a self-employed barrister and:
 SECTION C: THE CONDUCT RULES

C3: You and your client

PART 2

. a despite all reasonable efforts to prevent it, a hearing becomes fixed for a date on which you have already entered in your professional diary that you will not be available; or

. b illness, injury, pregnancy, childbirth, a bereavement or a similar matter makes you unable reasonably to perform the services required in the instructions; or

. c you are unavoidably required to attend on jury service;

. 4 you are a BSB authorised body and the only appropriate authorised individual(s) are unable to continue acting on the particular matter due to one or more of the grounds referred to at Rules C26.3.a to C26.3.c above occurring;

. 5 you do not receive payment when due in accordance with terms agreed, subject to Rule C26.7 (if you are conducting litigation) and in any other case subject to your giving reasonable notice requiring the non-payment to be remedied and making it clear to the client in that notice that failure to remedy the non-payment may result in you ceasing to act and returning your instructions in respect of the particular matter; or

. 6 you become aware of confidential or privileged information or documents of another person which relate to the matter on which you are instructed; or

. 7 if you are conducting litigation, and your client does not consent to your ceasing to act, your application to come off the record has been granted; or

. 8 there is some other substantial reason for doing so (subject to Rules C27 to C29 below).

G Guidance

Guidance on Rule C26

gC83 In deciding whether to cease to act and to return existing instructions in accordance with Rule C26, you should, where possible and subject to your overriding duty to the court, ensure that the client is not adversely affected because there is not enough time to engage other adequate legal assistance.

gC84 If you are working on a referral basis and your professional client withdraws, you are no longer instructed and cannot continue to act unless appointed by the court, or you otherwise receive new instructions. You will not be bound by the cab rank rule if appointed by the court. For these purposes working on a “referral basis” means where a professional client instructs a BSB authorised individual to provide legal services on behalf of one of that professional client’s own clients.

gC85 You should not rely on Rule C26.3 to break an engagement to supply legal services so that you can attend or fulfil a non-professional engagement of any kind other than those indicated in Rule C26.3.

gC86 When considering whether or not you are required to return instructions in accordance with Rule C26.6 you should have regard to relevant case law including: English & American Insurance Co Ltd & Others v Herbert Smith; ChD 1987; (1987) NLJ 148 and Ablitt v Mills & Reeve (A Firm) and Another; ChD (Times, 24-Oct-1995).

gC87 If a fundamental change is made to the basis of your remuneration, you should treat such a change as though your original instructions have been withdrawn by the client and replaced by an offer of new instructions on different terms. Accordingly:

. 1 you must decide whether you are obliged by Rule C29 to accept the new instructions;

. 2 if you are obliged under Rule C29 to accept the new instructions, you must do so;
.3 if you are not obliged to accept the new instructions, you may decline them;

.4 if you decline to accept the new instructions in such circumstances, you are not to be regarded as returning your instructions, nor as withdrawing from the matter, nor as ceasing to act, for the purposes of Rules C25 to C26, because the previous instructions have been withdrawn by the client.

**Rules**

**rC27** Notwithstanding the provisions of Rules C25 and C26, you must not:

.1 cease to act or return instructions without either:
   
   .a obtaining your client’s consent; or
   
   .b clearly explaining to your client or your professional client the reasons for doing so; or

.2 return instructions to another person without the consent of your client or your professional client.

**Requirement not to discriminate**

**rC28** You must not withhold your services or permit your services to be withheld:

.1 on the ground that the nature of the case is objectionable to you or to any section of the public;

.2 on the ground that the conduct, opinions or beliefs of the prospective client are unacceptable to you or to any section of the public;

.3 on any ground relating to the source of any financial support which may properly be given to the prospective client for the proceedings in question.

**Guidance**

**Guidance on Rule C28**

**gC88** As a matter of general law you have an obligation not to discriminate unlawfully as to those to whom you make your services available on any of the statutorily prohibited grounds such as gender or race. See [https://www.barstandardsboard.org.uk/about-bar-standards-board/equality-and-diversity/equality-and-diversity-rules-of-the-bsb-handbook/](https://www.barstandardsboard.org.uk/about-bar-standards-board/equality-and-diversity/equality-and-diversity-rules-of-the-bsb-handbook/) and [https://www.barstandardsboard.org.uk/media/1562168/bsb_equality_rules_handbook_corrected.pdf](https://www.barstandardsboard.org.uk/media/1562168/bsb_equality_rules_handbook_corrected.pdf) for guidance as to your obligations in respect of equality and diversity. This rule of conduct is concerned with a broader obligation not to withhold your services on grounds that are inherently inconsistent with your role in upholding access to justice and the rule of law and therefore in this rule “discriminate” is used in this broader sense. This obligation applies whether or not the client is a member of any protected group for the purposes of the Equality Act 2010. For example, you must not withhold services on the ground that any financial support which may properly be given to the prospective client for the proceedings in question will be available as part of Criminal Legal Aid and Civil Legal Aid.
The ‘cab-rank’ rule

rC29  If you receive instructions from a professional client, and you are:

.1  a self-employed barrister instructed by a professional client; or
.2  an authorised individual working within a BSB authorised body; or
.3  a BSB authorised body and the instructions seek the services of a named authorised individual working for you,

and the instructions are appropriate taking into account the experience, seniority and/or field of practice of yourself or (as appropriate) of the named authorised individual you must, subject to Rule C30 below, accept the instructions addressed specifically to you, irrespective of:

.a the identity of the client;
.b the nature of the case to which the instructions relate;
.c whether the client is paying privately or is publicly funded; and
.d any belief or opinion which you may have formed as to the character, reputation, cause, conduct, guilt or innocence of the client.

rC30  The cab rank Rule C29 does not apply if:

.1  you are required to refuse to accept the instructions pursuant to Rule C21; or
.2  accepting the instructions would require you or the named authorised individual to do something other than in the course of their ordinary working time or to cancel a commitment already in their diary; or
.3  the potential liability for professional negligence in respect of the particular matter could exceed the level of professional indemnity insurance which is reasonably available and likely to be available in the market for you to accept; or
.4  you are a Queen’s Counsel, and the acceptance of the instructions would require you to act without a junior in circumstances where you reasonably consider that the interests of the client require that a junior should also be instructed; or
.5  accepting the instructions would require you to do any foreign work; or
.6  accepting the instructions would require you to act for a foreign lawyer (other than a European lawyer, a lawyer from a country that is a member of EFTA, a solicitor or barrister of Northern Ireland or a solicitor or advocate under the law of Scotland); or
.7  the professional client:

.a  is not accepting liability for your fees; or
.b  represents, in your reasonable opinion, an unacceptable credit risk; or
.c  is instructing you as a lay client and not in their capacity as a professional client; or
.8 you have not been offered a proper fee for your services (except that you shall not be entitled to refuse to accept instructions on this ground if you have not made or responded to any fee proposal within a reasonable time after receiving the instructions); or

.9 except where you are to be paid directly by (i) the Legal Aid Agency as part of the Community Legal Service or the Criminal Defence Service or (ii) the Crown Prosecution Service:

.a your fees have not been agreed (except that you shall not be entitled to refuse to accept instructions on this ground if you have not taken reasonable steps to agree fees within a reasonable time after receiving the instructions);

.b having required your fees to be paid before you accept the instructions, those fees have not been paid;

.c accepting the instructions would require you to act other than on (A) the Standard Contractual Terms for the Supply of Legal Services by Barristers to Authorised Persons 2012 as published on the Bar Council’s website; or (B) if you publish standard terms of work, on those standard terms of work.

G Guidance

Guidance on Rule C29 and C30

gC99 Rule C30 means that you would not be required to accept instructions to, for example, conduct litigation or attend a police station in circumstances where you do not normally undertake such work or, in the case of litigation, are not authorised to undertake such work.

gC90 In determining whether or not a fee is proper for the purposes of Rule C30.8, regard shall be had to the following:

.1 the complexity length and difficulty of the case;

.2 your ability, experience and seniority; and

.3 the expenses which you will incur.

gC91 Further, you may refuse to accept instructions on the basis that the fee is not proper if the instructions are on the basis that you will do the work under a conditional fee agreement or damages based agreement.

gC91a Examples of when you might reasonably conclude (subject to the following paragraph) that a professional client represents an unacceptable credit risk for the purposes of Rule C30.7.b include:

.1 Where they are included on the Bar Council’s List of Defaulting Solicitors;

.2 Where to your knowledge a barrister has obtained a judgment against a professional client, which remains unpaid;

.3 Where a firm or sole practitioner is subject to insolvency proceedings, an individual voluntary arrangement or partnership voluntary arrangement; or

.4 Where there is evidence of other unsatisfied judgments that reasonably call into question the professional client’s ability to pay your fees.

Even where you consider that there is a serious credit risk, you should not conclude that the professional client represents an unacceptable credit risk without first considering alternatives. This will include
considering whether the credit risk could be mitigated in other ways, for example by seeking payment of the fee in advance or payment into a third party payment service as permitted by rC74, rC75 and associated guidance.

Quality Assurance Scheme for Advocates Rules

Scope of QASA

rC31 Subject to Rule C32, you must not undertake criminal advocacy unless you have provisional accreditation or full accreditation in accordance with these QASA Rules and with the QASA Handbook.

rC32 Barristers who do not have provisional accreditation or full accreditation under the QASA are permitted to undertake criminal advocacy:

.1 in hearings which primarily involve advocacy which is outside of the definition of criminal advocacy; or

.2 if they have been instructed specifically as a result of their specialism in work outside of the definition of criminal advocacy.

rC33 You shall only undertake criminal advocacy in hearings which you are satisfied fall within the QASA level at which you are accredited, or any QASA level below the same, unless you are satisfied that you are competent to accept instructions for a case at a higher QASA level strictly in accordance with the criteria prescribed in the QASA Handbook.

Provisional accreditation

rC34 If you are granted provisional accreditation, you must apply to convert this to full accreditation within 12 or 24 months of the date on which your provisional accreditation was granted.

Full accreditation

rC35 If you are granted full accreditation, it will be valid for 5 years from the date on which it was granted.

General provisions relating to applications for registration, progression or re-accreditation

rC36 You may apply for registration, progression or re-accreditation under these QASA Rules. In support of an application you shall submit such information as may be prescribed by the QASA. This will include:

.1 completing the relevant application form supplied by the Bar Standards Board and submitting it to the Bar Standards Board;

.2 submitting such information in support of the application as may be prescribed by the QASA. This will include all of the criminal advocacy evaluation forms that you have obtained; and

.3 paying the appropriate fee in the amount determined in accordance with the Bar Standards Board’s published fees policy.

rC37 An application will only have been made once the Bar Standards Board has received the application form completed in full, together with all information required in support of the application and confirmation from you in the form of a declaration that the information contained within, or submitted in support of, the application is full and accurate.
You are personally responsible for the contents of your application and any information submitted to the Bar Standards Board by you or on your behalf, and you must not submit (or cause or permit to be submitted on your behalf) information to the Bar Standards Board which you do not believe is full and accurate.

On receipt of an application, the Bar Standards Board shall decide whether to grant or refuse the application, and shall notify you accordingly, giving reasons for any decision to refuse the application. This decision will take effect when it has been communicated to the barrister concerned.

Before reaching a decision on the application, the Bar Standards Board may appoint an independent assessor to conduct an assessment of your competence to conduct criminal advocacy at the relevant QASA level.

Registration for QASA

In order to be accredited under QASA barristers must first apply for registration. In support of an application you shall submit such information as may be prescribed by the QASA.

QASA Level 1

If you apply for registration at QASA level 1 and your application is successful, you will be awarded full accreditation at QASA level 1.

QASA Levels 2 to 4

If you apply for registration at QASA levels 2, 3 or 4 and your application is successful, you will be awarded Provisional accreditation which will be valid for 24 months.

You must apply to convert your provisional accreditation to full accreditation within 24 months.

You must be assessed in your first effective criminal trials at your QASA level and submit the prescribed number of completed criminal advocacy evaluation forms confirming that you are competent in accordance with the competence framework detailed in the QASA Handbook.

Your application must include all completed criminal advocacy evaluation forms obtained by you in effective trials.

If your application is successful you will be awarded full accreditation.

Subject to Rule C41.8, if your application for full accreditation is unsuccessful, you shall be granted provisional accreditation at the QASA level below and shall be required to apply to convert this to full accreditation at that lower QASA level in accordance with Rules C41.3 to C41.5.

If your application for full accreditation at QASA level 2 is unsuccessful, you shall be granted accreditation at QASA level 1.

Barristers not undertaking trials

If you do not intend to undertake criminal trials you may apply for registration at QASA level 2. If your application is successful, you will be awarded provisional accreditation. You must be assessed via an approved assessment organisation within 24 months.

If your application for full accreditation is successful you shall be awarded full accreditation and will be permitted to undertake non-trial hearings up to QASA level 3 and trials at QASA level 1.

Once you have full accreditation, if you wish to undertake trials at QASA level 2 you must inform the BSB of your intention and comply with Rules C42.2 to Rules C42.5.
Barristers who took silk between 2010 and 2013

.12 If you took silk between 2010 and 2013 inclusive you can register through the modified entry arrangements set out in paragraph 2.38 of the QASA Handbook.

**Progression**

**rC42** If you have full accreditation, you may apply for accreditation at the next higher QASA level to your current QASA level.

.1 Progression to QASA level 2

.2 If you wish to progress to QASA level 2 you must first obtain provisional accreditation at QASA level 2 by notifying the Bar Standards Board of your intention to progress.

.3 Your provisional accreditation will be valid for 24 months. In order to convert this to full accreditation you must be assessed in your first effective criminal trials at QASA level 2 and submit the prescribed number of completed criminal advocacy evaluation forms confirming that you are competent in QASA level 2 trials in accordance with the competence framework detailed in the QASA Handbook.

.4 Your application must include all completed criminal advocacy evaluation forms obtained by you in effective trials.

.5 Where your application is successful, you shall be granted full accreditation at QASA level 2, which is valid for 5 years from the date of issue.

**Progression to QASA level 3 and 4**

**Stage 1**

.6 You must first apply for provisional accreditation at the next higher QASA level to your current QASA level. In order to apply for provisional accreditation, you must submit the prescribed number of criminal advocacy evaluation forms confirming that you are very competent at your current QASA level in accordance with the competence framework detailed in the QASA Handbook.

.7 Your application must include all completed criminal advocacy evaluation forms obtained by you in effective trials. These should be obtained within a 12 month period.

.8 If your application is successful you will be awarded provisional accreditation.

**Stage 2**

.9 Your provisional accreditation will be valid for 12 months. You must apply to convert your provisional accreditation to full accreditation before your provisional accreditation expires.

.10 You must be assessed in your first effective criminal trials at your new QASA level and submit the prescribed number of completed criminal advocacy evaluation forms confirming that you are competent in accordance with the competence framework detailed in the QASA Handbook.

.11 Your application must include all completed criminal advocacy evaluation forms obtained by you in effective trials.

.12 If your application is successful you will be awarded full accreditation.

.13 If your application for full accreditation is unsuccessful, you may continue to conduct criminal advocacy at your current QASA level until the expiry of your current accreditation.
Re-accreditation

rC43 You must apply for re-accreditation at the QASA level at which you are accredited within five years from the date on which your full accreditation was granted.

rC44 You shall submit, in support of an application for re-accreditation, evidence to demonstrate your competence to conduct criminal advocacy at the QASA level at which you are accredited, comprising:

.1 if you are accredited at QASA level 1, evidence of the assessed continuing professional development undertaken by you in the field of advocacy in the period since you were accredited at QASA level 1 or, if you have previously been re-accredited at that QASA level, since your most recent re-accreditation;

.2 if you are accredited at QASA level 2, 3 or 4, the number of criminal advocacy evaluation forms prescribed by the QASA. Your application must include all completed criminal advocacy evaluation forms obtained by you in consecutive effective trials in the 24 months preceding the application.

rC45 If your application is successful you will be awarded full accreditation for a period of 5 years.

rC46 Subject to Rules C47, if your application for re-accreditation is unsuccessful, you shall be granted provisional accreditation at the QASA level below and shall be required to apply to convert this to full accreditation at that lower QASA level in accordance with Rules C41.3 to C41.5.

rC47 If your application for re-accreditation at QASA level 2 is unsuccessful, you shall be granted accreditation at QASA level 1.

Lapse of accreditation

rC48 Subject to Rule C50, your provisional accreditation will lapse if you do not apply for full accreditation before it expires.

rC49 Subject to Rule C50, your full accreditation will lapse if you do not apply for re-accreditation within 5 years of the date on which you were awarded full accreditation.

rC50 If the BSB has received an application within the period of accreditation, the accreditation will not lapse whilst a decision is pending.

rC51 If your accreditation lapses, you may not undertake criminal advocacy in accordance with Rule 2.

Applications for variation

rC52 Where your individual circumstances result in you encountering difficulties in obtaining completed criminal advocacy evaluation forms within the specified period, then you may apply to the Bar Standards Board for an extension of time to comply with the requirements; or

rC53 Where your individual circumstances result in you encountering difficulties in obtaining completed criminal advocacy evaluation forms, then you may apply to the Bar Standards Board for your competence to conduct criminal advocacy to be assessed by an independent assessor, and you may submit the results of the assessment in support of your application for registration, re-accreditation or progression in the place of one criminal advocacy evaluation form.

Managing underperformance

rC54 The Bar Standards Board may receive criminal advocacy evaluation forms raising concerns regarding your competence to conduct criminal advocacy at any time.
Section C: The Conduct Rules

Part 2

C3: You and your client

rC55 Where concerns regarding your competence to conduct criminal advocacy are brought to the attention of the Bar Standards Board, either during the course of its consideration of an application brought by you under these Rules, or as a result of concerns raised under Rule C54, it may decide to do one or more of the following:

1. appoint an independent assessor to conduct an assessment of your criminal advocacy;
2. recommend that you undertake, at your own cost, such training for such period as it may specify;
3. revoke your accreditation at your current QASA level; and/or
4. refer you for consideration of your health or conduct under the Fitness to Practise Rules or the Complaints Rules, as it considers appropriate,

and shall notify you accordingly, giving reasons for its decision.

rC56 Where your accreditation has been revoked, you shall be granted provisional accreditation at the QASA level below and shall be required to apply to convert this to full accreditation in accordance with Rules C41.3 to C41.5.

rC57 Where you have applied for registration or re-accreditation at QASA level 1, and your application has been refused, you will not be entitled to accept any instructions to conduct criminal advocacy, and the Bar Standards Board may recommend that you undertake training in accordance with Rule C55.2 before you re-apply for registration or re-accreditation as appropriate.

rC58 Where you have undertaken training under Rule C55.2, the Bar Standards Board shall, at the end of the specified period, assess whether you have satisfactorily completed the training before reaching a decision in relation to any further steps that it may consider appropriate to take in accordance with Rule C55.2.

Appeals

rC59 You may appeal to the Bar Standards Board against any decision reached by it under these rules. Appeals must be made in accordance with the published Bar Standards Board QASA Appeals Policy.

Commencement and transitional arrangements

rC60 Subject to Rule C63, the QASA Rules commence on 30 September 2013.

Registration of barristers currently undertaking criminal advocacy

rC61 Barristers currently undertaking criminal advocacy are required to apply for registration under the QASA Scheme in accordance with the phased implementation programme as set out at paragraphs 2.11 to 2.13 of the QASA Handbook.

rC62 The dates for registration will depend upon the primary circuit in which you practise. This will be the circuit in which you undertake criminal advocacy more frequently than in any other circuit.

1. If you primarily practise in the Midland or Western Circuit, you must register for QASA from 30 September 2013 and before the first occasion on which you undertake criminal advocacy after 7 March 2014.

2. If you primarily practise in the South Eastern Circuit, you must register for QASA from 10 March 2014 and before the first occasion on which you undertake criminal advocacy after 13 June 2014.

3. If you primarily practise in the Northern, North Eastern or Wales and Chester Circuit, you must register for QASA from 30 June 2014 and before the first occasion on which you undertake criminal advocacy after 3 October 2014.
Subject to Rules C63.1, C63.2 and Rule C31 commences for all advocates from 4 October 2014.

.1 Rule C31 will commence for those advocates who primarily practise in the Midland or Western Circuit from 10 March 2014. Any advocate who undertakes criminal advocacy in these circuits without accreditation must be able to prove to the Bar Standards Board that they practise primarily in another circuit.

.2 Rule C31 will commence for those advocates who primarily practise in the South Eastern Circuit from 14 June 2014. Any advocate who undertakes criminal advocacy in this circuit without accreditation must be able to prove to the Bar Standards Board that they practise primarily in the Northern, North Eastern or Wales and Chester Circuit.
C4. You and your regulator

Outcomes

- c21 BSB regulated persons are effectively regulated.

- c22 The public have confidence in the proper regulation of persons regulated by the Bar Standards Board.

- c23 The Bar Standards Board has the information that it needs in order to be able to assess risks and regulate effectively and in accordance with the regulatory objectives.

Rules

Provision of information to the Bar Standards Board

rC64 You must:

- .1 promptly provide all such information to the Bar Standards Board as it may, for the purpose of its regulatory functions, from time to time require of you, and notify it of any material changes to that information; and

- .2 comply in due time with any decision or sentence imposed by the Bar Standards Board, a Disciplinary Tribunal, the Visitors, the High Court, an interim panel, a review panel, an appeal panel or a Fitness to Practise Panel.

- .3 if you are a BSB authorised body or an owner or manager of a BSB authorised body and the conditions outlined in rS113.5 apply, give the Bar Standards Board whatever co-operation is necessary, including:

  - a complying with a notice sent by the Bar Standards Board or its agent to produce or deliver all documents in your possession or under your control in connection with your activities as a BSB authorised body (such notice may require such documents to be produced at a time and place fixed by the Bar Standards Board or its agent; and

  - b complying with a notice from the Bar Standards Board or its agent to redirect communications, including post, email, fax and telephones.

Guidance

Guidance to Rule C64:

- gC92 Your obligations under Rule C64 include, for example, responding promptly to any request from the Bar Standards Board for comments or information relating to any matter whether or not the matter relates to you, or to another BSB regulated person.

- gC93 Information which you are requested to disclose under Rule C64 may include client information that is subject to legal privilege. You are not entitled to disclose such information without the consent of the client. You may enquire whether your client is willing to waive privilege but should be alert to the possibility that you may have a conflict of interest in giving him any advice as to whether he should. The BSB will look at the question of privilege on a case by case basis. It will bear in mind in the exercise of its regulatory functions that a client might have been prepared to waive privilege if asked. Observations in R (Morgan Grenfell & Co Ltd) v Special Commissioner [2003] 1 A.C. 563 at [32], referred to in R (Lumsdon) v Legal Services Board [2013] EWHC 28 (Admin) at [73] were made in the context of a different statutory disclosure regime and should not be used as necessarily applicable to
Disclosure under Rule C64. However, in the meantime, following this guidance should avoid practical difficulties in most cases. For the avoidance of doubt, none of this casts any doubt on a barrister’s entitlement to withhold from the BSB any material that is subject to the barrister’s own legal privilege (such as legal advice given to the barrister about their own position).

**Rules**

**Duty to report certain matters to the Bar Standards Board**

**rC65** You must report promptly to the Bar Standards Board if:

.1 you are charged with an *indictable offence*, in the jurisdiction of England and Wales or with a *criminal offence* of comparable seriousness in any other jurisdiction;

.2 you are convicted of, or accept a caution, for any *criminal offence*, in any jurisdiction, other than a *minor criminal offence*;

.3 you (or an entity of which you are a *manager*) to your knowledge are the subject of any disciplinary or other regulatory or enforcement action by another Approved Regulator or other regulator, including being the subject of disciplinary proceedings;

.4 you are a *manager* of a non-BSB authorised body which is the subject of an intervention by the approved regulator of that body;

.5 you are a *registered European lawyer* and:

   .a to your knowledge any investigation into your conduct is commenced by your home regulator; or

   .b any finding of professional misconduct is made by your home regulator; or

   .c your authorisation in your home state to pursue professional activities under your home professional title is withdrawn or suspended; or

   .d you are charged with a disciplinary offence.

.6 any of the following occur:

   .a bankruptcy proceedings are initiated in respect of or against you;

   .b director’s disqualification proceedings are initiated against you;

   .c a bankruptcy order or director’s disqualification order is made against you;

   .d you have made a composition or arrangement with, or granted a trust deed for, your creditors;

   .e winding up proceedings are initiated in respect of or against you;

   .f you have had an administrator, administrative receiver, receiver or liquidator appointed in respect of you;

   .g administration proceedings are initiated in respect of or against you;

.7 you have committed serious misconduct;

.8 you become authorised to *practise* by another approved regulator.
**Guidance**

**Guidance to Rule C65**

**gC94** In circumstances where you have committed serious misconduct you should take all reasonable steps to mitigate the effects of such serious misconduct.

**gC94.1** For the avoidance of doubt rC65.2 does not oblige you to disclose cautions or criminal convictions that are “spent” under the Rehabilitation of Offenders Act 1974 unless the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) applies. However, unless the caution or conviction is immediately spent, you must notify the BSB before it becomes spent.

**Rules**

**Reporting serious misconduct by others**

**rC66** Subject to your duty to keep the affairs of each client confidential and subject also to Rules C67 and C68, you must report to the Bar Standards Board if you have reasonable grounds to believe that there has been serious misconduct by a barrister or a registered European lawyer, a BSB authorised body, a BSB regulated manager or an authorised (non-BSB) individual who is working as a manager or an employee of a BSB authorised body.

**rC67** You must never make, or threaten to make, a report under Rule C66 without a genuine and reasonably held belief that Rule C66 applies.

**rC68** You are not under a duty to report serious misconduct by others if:

1. you become aware of the facts giving rise to the belief that there has serious misconduct from matters that are in the public domain and the circumstances are such that you reasonably consider it likely that the facts will have come to the attention of the Bar Standards Board; or

2. you are aware that the relevant person that committed the serious misconduct has already reported the serious misconduct to the Bar Standards Board; or

3. the events which led to you becoming aware of that other person’s serious misconduct are subject to their legal professional privilege; or

4. you become aware of such serious misconduct as a result of your work on a Bar Council advice line.

**rC69** You must not victimise anyone for making in good faith a report under Rule C66.

**Guidance**

**Guidance on Rules C65.7 to C68**

**gC95** It is in the public interest that the Bar Standards Board, as an Approved Regulator, is made aware of, and is able to investigate, potential instances of serious misconduct. The purpose of Rules C65.7 to C69, therefore, is to assist the Bar Standards Board in undertaking this regulatory function.

**gC96** Serious misconduct includes, without being limited to:

1. dishonesty (CD3);

2. assault or harassment (CD3 and/or CD5 and/or CD8);
.3 seeking to gain access without consent to instructions or other confidential information relating to the opposing party’s case (CD3 and/or CD5); or

.4 seeking to gain access without consent to confidential information relating to another member of chambers, member of staff or pupil (CD3 and/or CD5);

.5 encouraging a witness to give evidence which is untruthful or misleading (CD1 and/or CD3); or

.6 knowingly or recklessly misleading, or attempting to mislead, the court or an opponent (CD1 and/or CD3); or

.7 being drunk or under the influence of drugs in court (CD2 and/or CD7); or

.8 failure by a barrister to report promptly to the Bar Standards Board pursuant to rC66 above;

.9 a breach by a barrister of rC70 below;

.10 conduct that poses a serious risk to the public.

gC97 If you believe (or suspect) that there has been serious misconduct, then the first step is to carefully consider all of the circumstances. The circumstances include:

.1 whether that person’s instructions or other confidential matters might have a bearing on the assessment of their conduct;

.2 whether that person has been offered an opportunity to explain their conduct, and if not, why not;

.3 any explanation which has been or could be offered for that person’s conduct;

.4 whether the matter has been raised, or will be raised, in the litigation in which it occurred, and if not, why not.

gC98 Having considered all of the circumstances, the duty to report arises if you have reasonable grounds to believe there has been serious misconduct. This will be so where, having given due consideration to the circumstances, including the matters identified at Guidance C97, you have material before you which as it stands establishes a reasonably credible case of serious misconduct. Your duty under Rule C66 is then to report the potential instance of serious misconduct so that the Bar Standards Board can investigate whether or not there has in fact been misconduct.

gC99 Circumstances which may give rise to the exception from the general requirement to report serious misconduct set out in Rule C68.1 include for example where misconduct has been widely reported in the national media. In these circumstances it would not be in the public interest for every BSB regulated person to have an obligation to report such serious misconduct.

gC100 In Rule C68.4 “work on the Bar Council advice line” means:

.1 dealing with queries from BSB regulated persons who contact an advice line operated by the Bar Council for the purposes of providing advice to those persons; and

.2 either providing advice to BSB regulated persons in the course of working for an advice line or to any individual working for an advice line where (i) you are identified on the list of BSB regulated persons maintained by the Bar Council as being permitted to provide such advice (the “approved list”); and (ii) the advice which you are being asked to provide to the individual working for an advice line arises from a query which originated from their work for that service; and

.3 providing advice to BSB regulated persons where any individual working for an advice line arranges for you to give such advice and you are on the approved list.
.4 for the purposes of Rule C68, the relevant advice lines are:

- the Ethical Queries Helpline;
- the Equality and Diversity Helpline;
- the Remuneration Helpline; and
- the Pupillage Helpline.

gC101 Rule C68.4 has been carved out of the general requirement to report serious misconduct of others because it is not in the public interest that the duty to report misconduct should constrain BSB authorised persons appointed by or on behalf of the Bar Council to offer ethical advice to others from doing so or inhibit BSB regulated persons needing advice from seeking it. Consequently, BSB authorised persons appointed by or on behalf of the Bar Council to offer ethical advice to BSB regulated persons through a specified advice service will not be under a duty to report information received by them in confidence from persons seeking such advice, subject only to the requirements of the general law. However, in circumstances where Rule C68.4 applies, the relevant BSB authorised person will still be expected to encourage the relevant BSB regulated person who has committed serious misconduct to disclose such serious misconduct to the Bar Standards Board in accordance with Rule C65.7.

gC102 Misconduct which falls short of serious misconduct should, where applicable, be reported to your HOLP so that they can keep a record of non-compliance in accordance with Rule rC96.4.

Rules

Access to premises

rC70 You must permit the Bar Council, or the Bar Standards Board, or any person appointed by them, reasonable access, on request, to inspect:

.1 any premises from which you provide, or are believed to provide, legal services; and
.2 any documents or records relating to those premises and your practice, or BSB authorised body,

and the Bar Council, Bar Standards Board, or any person appointed by them, shall be entitled to take copies of such documents or records as may be required by them for the purposes of their functions and, if you are a BSB authorised body, may enter your premises and operate from those premises for the purpose of taking such action as is necessary to protect the interests of clients.

Co-operation with the Legal Ombudsman

rC71 You must give the Legal Ombudsman all reasonable assistance requested of you, in connection with the investigation, consideration, and determination, of complaints made under the Ombudsman scheme.

Ceasing to practise

rC72 Once you are aware that you (if you are a self-employed barrister or a BSB authorised body) or the BSB authorised body within which you work (if you are an authorised individual or manager of such BSB authorised body) will cease to practise, you shall effect the orderly wind-down of activities, including:

.1 informing the Bar Standards Board and providing them with a contact address;
.2 notifying those clients for whom you have current matters and liaising with them in respect of the arrangements that they would like to be put in place in respect of those matters;
.3 providing such information to the Bar Standards Board in respect of your practice and your proposed arrangements in respect of the winding down of your activities as the Bar Standards Board may require.
C5. You and your practice

Outcomes

oC24 Your practice is run competently in a way that achieves compliance with the Core Duties and your other obligations under this Handbook. Your employees, pupils and trainees understand, and do, what is required of them in order that you meet your obligations under this Handbook.

oC25 Clients are clear about the extent to which your services are regulated and by whom, and who is responsible for providing those services.

C5.1 General

Rules

Client money

rC73 Except where you are acting in your capacity as a manager of an authorised (non-BSB) body, you must not receive, control or handle client money apart from what the client pays you for your services.

rC74 If you make use of a third party payment service for making payments to or from or on behalf of your client you must:

.1 Ensure that the service you use will not result in your receiving, controlling or handling client money; and

.2 Only use the service for payments to or from or on behalf of your client that are made in respect of legal services, such as fees, disbursements or settlement monies; and

.3 Take reasonable steps to check that making use of the service is consistent with your duty to act competently and in your client’s best interests.

rC75 The Bar Standards Board may give notice under this rule that (effective from the date of that notice) you may only use third party payment services approved by the Bar Standards Board or which satisfy criteria set by the Bar Standards Board.

Guidance

Guidance on Rules C73 and C74

gC103 The prohibition in Rule C73 applies to you and to anyone acting on your behalf, including any “ProcureCo” being a company established as a vehicle to enable the provision of legal services but does not in itself supply or provide those legal services. Rule C73 prohibits you from holding client money or other client assets yourself, or through any agent, third party or nominee.

gC104 Receiving, controlling or handling client money includes entering into any arrangement which gives you de facto control over the use and/or destination of funds provided by or for the benefit of your client or intended by another party to be transmitted to your client, whether or not those funds are beneficially owned by your client and whether or not held in an account of yours.

gC105 The circumstances in which you will have de facto control within the meaning of Rule C73 include when you can cause money to be transferred from a balance standing to the credit of your client without that client’s consent to such a withdrawal. For large withdrawals, explicit consent should usually be required. However, the client’s consent may be deemed to be given if:
.1 the client has given informed consent to an arrangement which enables withdrawals to be made after the client has received an invoice; and

.2 the client has not objected to the withdrawal within a pre-agreed reasonable period (which should not normally be less than one week from receipt of the invoice).

gC106 A fixed fee paid in advance is not client money for the purposes of Rule C73.

gC107 If you have decided in principle to take a particular case you may request an ‘upfront’ fixed fee from your prospective client before finally agreeing to work on their behalf. This should only be done having regard to the following principles:

• You should take care to estimate accurately the likely time commitment and only take payment when you are satisfied that:
  – it is a reasonable payment for the work being done; and
  – in the case of public access work, that it is suitable for you to undertake.

• If the amount of work required is unclear, you should consider staged payments rather than a fixed fee in advance.

• You should never accept an upfront fee in advance of considering whether it is appropriate for you to take the case and considering whether you will be able to undertake the work within a reasonable timescale.

• If the client can reasonably be expected to understand such an arrangement, you may agree that when the work has been done, you will pay the client any difference between that fixed fee and (if lower) the fee which has actually been earned based on the time spent, provided that it is clear that you will not hold the difference between the fixed fee and the fee which has been earned on trust for the client. That difference will not be client money if you can demonstrate that this was expressly agreed in writing, on clear terms understood by the client, and before payment of the fixed fee. You should also consider carefully whether such an arrangement is in the client’s interest, taking into account the nature of the instructions, the client and whether the client fully understands the implications. Any abuse of an agreement to pay a fixed fee subject to reimbursement, the effect of which is that you receive more money than is reasonable for the case at the outset, will be considered to be holding client money and a breach of rC73. For this reason, you should take extreme care if contracting with a client in this way.

• In any case, rC22 requires you to confirm in writing the acceptance of any instructions and the terms or basis on which you are acting, including the basis of charging.

gC108 Acting in the following ways may demonstrate compliance with Rules C73, C74 and C75:

gC109 Checking that any third party payment service you may use is not structured in such a way that the service provider is holding, as your agent, money to which the client is beneficially entitled. If this is so you will be in breach of Rule C73.

gC110 Considering whether your client will be safe in using the third party payment service as a means of transmitting or receiving funds. The steps you should take in order to satisfy yourself will depend on what would be expected in all the circumstances of a reasonably competent legal adviser acting in their client’s best interests. However, you are unlikely to demonstrate that you have acted competently and in your client’s best interests if you have not:
.1 ensured that the payment service is authorised or regulated as a payment service by the Financial Conduct Authority (FCA) and taken reasonable steps to satisfy yourself that it is in good standing with the FCA;

.2 if the payment service is classified as a small payment institution, ensured that it has arrangements to safeguard clients’ funds or adequate insurance arrangements;

.3 ensured that the payment service segregates client money from its own funds;

.4 satisfied yourself that the terms of the service are such as to ensure that any money paid in by or on behalf of the client can only be paid out with the client’s consent;

.5 informed your client that moneys held by the payment service provider are not covered by the Financial Services Compensation Scheme.

gC111 Unless you are reasonably satisfied that it is safe for your client to use the third party payment service (see rC74.3, gC109 and gC110 above), advising your client against using the third party payment service and not making use of it yourself.

gC112 This Handbook applies in full whether or not you are practising in an association. You are particularly reminded of the need to ensure that, notwithstanding any such association, you continue to comply with Rules C8, C9, C10, C12, C15, C19, C20, C28, C73, C75, C79, C82 and C86 (and, where relevant C80, C81, C83, C74 and C110).

**R**

**Insurance**

rC76 You must:

.1 ensure that you have adequate insurance (taking into account the nature of your practice) which covers all the legal services you supply to the public; and

.2 if you are a BSB authorised person or a manager of a BSB authorised body, then in the event that the Bar Standards Board, by any notice it may from time to time issue under this Rule C76, stipulates a minimum level of insurance and/or minimum terms for the insurance which must be taken out by BSB authorised persons, you must ensure that you have or put in place within the time specified in such notice, insurance meeting such requirements as apply to you.

rC77 Where you are acting as a self-employed barrister, you must be a member of BMIF, unless:

.1 you are a pupil who is covered by his pupil supervisor’s insurance; or

.2 you were called to the Bar under Rule Q9498, in which case you must either be insured with BMIF or be covered by insurance against claims for professional negligence arising out of the supply of your services in England and Wales in such amount and on such terms as are currently required by the Bar Standards Board, and have delivered to the Bar Standards Board a copy of the current insurance policy, or the current certificate of insurance, issued by the insurer.

rC78 If you are a member of BMIF, you must:
.1 pay promptly the insurance premium required by BMIF; and

.2 supply promptly such information as BMIF may from time to time require pursuant to its rules.

**Guidance on Rules C75 to C77**

**gC113** Where you are working in a BSB authorised body, you will satisfy the requirements of Rule rC76.1 so long as the BSB authorised body has taken out insurance, which covers your activities. A BSB authorised body will have to confirm each year that it has reviewed the adequacy of its insurance cover on the basis of a risk analysis and that they have complied with this rule.

**gC114** Any notice issued under Rule rC75 will be posted on the Bar Standards Board’s website and may also be publicised by such other means as the Bar Standards Board may judge appropriate.

The Bar Standards Board’s requirements in respect of professional indemnity insurance, including the minimum terms, are concerned with ensuring consumer protection, specifically that there is adequate cover for liabilities which BSB regulated persons may incur to their clients or other parties to whom they may owe duties when performing their legal services. This includes claims for contribution which third parties, such as instructing solicitors, may make on the basis that the BSB regulated person has such a liability to a mutual client. However, Rule C76.1 of the Handbook does not require BSB regulated persons to carry insurance for other types of liability, which do not relate to their liabilities towards consumers, such as a contractual liability to instructing solicitors in respect of losses incurred by the solicitor that are not based on any liability the solicitor has in turn incurred to the client. Nor are the minimum terms concerned with the latter type of liability and whether and on what terms to seek to insure against such exposure is a commercial judgment for BSB regulated persons to make. You should however ensure that you are aware of and comply with any general legal requirements for you to carry other types of insurance than professional indemnity cover.

**gC115** Where you are working in an authorised (non-BSB) body, the rules of the approved regulator of that body will determine what insurance the authorised (non-BSB) body must have.

**gC116** Where you are working as an employed barrister (non-authorised body), the rule does not require you to have your own insurance if you provide legal services only to your employer. If you supply legal services to other people (to the extent permitted by the Scope of Practice and Authorisation, and Licensing Rules set out at Section S.B you should consider whether you need insurance yourself having regard to the arrangements made by your employer for insuring against claims made in respect of your services. If your employer already has adequate insurance for this purpose, you need not take out any insurance of your own. You should ensure that your employer’s policy covers you, for example, for any pro-bono work you may do.

**gC117** Where you are a registered European lawyer, the rule does not require you to have your own insurance if:

.1 you provide to the Bar Standards Board evidence to show that you are covered by insurance taken out or a guarantee provided in accordance with the rules of your home State; and

.2 the Bar Standards Board is satisfied that such insurance or guarantee is fully equivalent in terms of conditions and extent of cover to the cover required pursuant to Rule C76. However, where the Bar Standards Board is satisfied that the equivalence is only partial, the Bar Standards Board may require you to arrange additional insurance or an additional guarantee to cover the elements which are not already covered by the insurance or guarantee contracted by you in accordance with the rules of your home state.
**Rules**

**Associations with others**

**rC79** You may not do anything, practising in *an association*, which you are otherwise prohibited from doing.

**rC80** Where you are in *an association* on more than a one-off basis, you must notify the *Bar Standards Board* that you are in *an association*, and provide such details of that association as are required by the *Bar Standards Board*.

**rC81** If you have a material commercial interest in an organisation to which you plan to refer a *client*, you must:

1. tell the *client* in writing about your interest in that organisation before you refer the *client*; and
2. keep a record of your referrals to any such organisation for review by the *Bar Standards Board* on request.

**rC82** If you have a material commercial interest in an organisation which is proposing to refer a matter to you, you must:

1. tell the *client* in writing about your interest in that organisation before you accept such *instructions*;
2. make a clear agreement with that organisation or other public statement about how relevant issues, such as conflicts of interest, will be dealt with; and
3. keep a record of referrals received from any such organisation for review by the *Bar Standards Board* on reasonable request.

**rC83** If you refer a *client* to a third party which is not a *BSB authorised person* or an *authorised (non-BSB) person*, you must take reasonable steps to ensure that the *client* is not wrongly led to believe that the third party is subject to regulation by the *Bar Standards Board* or by another *approved regulator*.

**rC84** You must not have a material commercial interest in any organisation which gives the impression of being, or may be reasonably perceived as being, subject to the regulation of the *Bar Standards Board* or of another *approved regulator*, in circumstances where it is not so regulated.

**rC85** A material commercial interest for the purposes of Rules C78 to C84 is an interest which an objective observer with knowledge of the salient facts would reasonably consider might potentially influence your judgment.

**Guidance on Rules C78 to C84 and CD5**

**gC118** You may not use an association with the purpose of, or in order to evade rules which would otherwise apply to you. You may not do anything, practising in *an association*, which you are individually prohibited from doing.

**gC119** You will bring yourself and your profession into disrepute (CD5) if you are personally involved in arrangements which breach the restrictions imposed by the Legal Services Act 2007 on those who can provide reserved legal activities. For example, you must not remain a member of any “ProcureCo” arrangement where you know or are reckless as to whether the ProcureCo is itself carrying on reserved legal activities without a licence or where you have failed to take reasonable steps to ensure this is not so before joining or continuing your involvement with the Procureco.

**gC120** The purpose of Rules C78 to C84 is to ensure that *clients* and members of the *public* are not confused.
by any such association. In particular, the public should be clear who is responsible for doing work, and about the extent to which that person is regulated in doing it: see Rules C77 and C80.

gC121 This Handbook applies in full whether or not you are practising in an association. You are particularly reminded of the need to ensure that, notwithstanding any such association, you continue to comply with Rules C8, C9, C10, C12, C15, C19, C20, C28, C73, C75, C79, C82 and C86 (and, where relevant C80, C81, C83, C74 and C110).

gC122 References to “organisation” in Rules C81 and C82 include BSB authorised bodies and authorised (non-BSB) bodies, as well as non-authorised bodies. So, if you have an interest, as owner, or manager, in any such body, your relationship with any such organisation is caught by these rules.

gC123 These rules do not permit you to accept instructions from a third party in any case where that would give rise to a potential conflict of interest contrary to CD2 or any relevant part of Rule C79.

gC124 You should only refer a client to an organisation in which you have a material commercial interest if it is in the client’s best interest to be referred to that organisation. This is one aspect of what is required of you by CD2. Your obligations of honesty and integrity, in CD3, require you to be open with clients about any interest you have in, or arrangement you have with, any organisation to which you properly refer the client, or from which the client is referred to you. It is inherently unlikely that a general referral arrangement obliging you (whether or not you have an interest in such organisation) to refer to that organisation, without the option to refer elsewhere if the client’s circumstances make that more appropriate, could be justified as being in the best interests of each individual client (CD2) and it may well also be contrary to your obligations of honesty and integrity (CD3) and compromise your independence (CD4).

gC125 The Bar Standards Board may require you to provide copies of any protocols that you may have in order to ensure compliance with these rules.

gC126 Your obligations under CD5 require you not to act in an association with a person where, merely by being associated with such person, you may reasonably be considered as bringing the profession into disrepute or otherwise diminishing the trust that the public places in you and your profession.

gC127 Members of chambers are not in partnership but are independent of one another and are not responsible for the conduct of other members. However, each individual member of chambers is responsible for his own conduct and the constitution of chambers enables, or should enable, each individual member of chambers to take steps to terminate another person’s membership in specified circumstances. Rule C87 does not require you to sever connection with a member of chambers solely because to your knowledge he or she is found to breach this Handbook, provided that he or she is not disbarred and complies with such sanctions as may be imposed for such breach; however, your chambers constitution should be drafted so as to allow you to exclude from chambers a member whose conduct is reasonably considered such as to diminish the trust the public places in you and your profession and you should take such steps as are reasonably available to you under your constitution to exclude any such member.

Rules

Outsourcing

rC86 Where you outsource to a third party any support services that are critical to the delivery of any legal services in respect of which you are instructed:

.1 any outsourcing does not alter your obligations to your client;

.2 you remain responsible for compliance with your obligations under this Handbook in respect of the legal services;
.3 you must ensure that such outsourcing is subject to contractual arrangements which ensure that such third party:

.a is subject to confidentiality obligations similar to the confidentiality obligations placed on you in accordance with this Handbook;

.b complies with any other obligations set out in this Code of Conduct which may be relevant to or affected by such outsourcing;

.c processes any personal data in accordance with your instructions and, for the avoidance of doubt, as though it were a data controller under the Data Protection Act; and

.d is required to allow the Bar Standards Board or its agent to obtain information from, inspect the records (including electronic records) of, or enter the premises of such third party in relation to the outsourced activities or functions.

Guidance on Rule C85

gC128 Rule C86 applies to the outsourcing of clerking services.

gC129 Rule C86 does not apply where the client enters into a separate agreement with the third party for the services in question.

gC130 Rule C86 does not apply where you are instructing a pupil or a devil to undertake work on your behalf. Instead rC15 will apply in those circumstances.

gC131 Notwithstanding Rule C86.3.c you are still likely to remain the data controller of the personal data in question. Therefore, Rule C86.3.c does not relieve you of your obligations to comply with the Data Protection Act in respect of such data.

C5.2 Administration and conduct of self-employed practice

Rules

rC87 You must take reasonable steps to ensure that:

.1 your practice is efficiently and properly administered having regard to the nature of your practice; and

.2 proper records of your practice are kept.

Guidance on Rule C87.2

gC132 The Supervision Team of the Bar Standards Board reviews the key controls that are in place in chambers and BSB authorised bodies to manage the risks in relation to key processes. These key processes are shown in guidance that is published on the Supervision section of the Bar Standards Board’s website: https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/supervision/. You should retain relevant policies, procedures, monitoring reports and other records of your practice so that they are available to view if a Supervision visit is arranged.
When deciding how long records need to be kept, you will need to take into consideration various requirements, such as those of this Handbook (see, for example, Rules C108, C129 and C141), the Data Protection Act and HM Revenue and Customs. You may want to consider drawing up a Records Keeping policy to ensure that you have identified the specific compliance and other needs of your practice.

### Rules

**rC88** You must:

1. ensure that adequate records supporting the fees charged or claimed in a case are kept at least until the later of the following:
   
   a. your fees have been paid; and
   
   b. any determination or assessment of costs in the case has been completed and the time for lodging an appeal against that assessment or determination has expired without any such appeal being lodged, or any such appeal has been finally determined;

2. provide your client with such records or details of the work you have done as may reasonably be required for the purposes of verifying your charges.

### Administration of chambers

**C5.3** Administration of chambers

**Rules**

**rC89** Taking into account the provisions of Rule C90, you must take reasonable steps to ensure that:

1. your chambers is administered competently and efficiently;

2. your chambers has appointed an individual or individuals to liaise with the Bar Standards Board in respect of any regulatory requirements and has notified the Bar Standards Board;

3. your chambers does not employ any person who has been disqualified from being employed by an authorised person or a licensed body by another approved regulator pursuant to its or their powers as such and such disqualification is continuing in force;

4. proper arrangements are made in your chambers for dealing with pupils and pupillage;

5. proper arrangements are made in chambers for the management of conflicts of interest and for ensuring the confidentiality of clients’ affairs;

6. all non-authorised persons working in your chambers (irrespective of the identity of their employer):
   
   a. are competent to carry out their duties;
   
   b. carry out their duties in a correct and efficient manner;
   
   c. are made clearly aware of such provisions of this Handbook as may affect or be relevant to the performance of their duties;
   
   d. do nothing which causes or substantially contributes to a breach of this Handbook by any BSB authorised individual or authorised (non-BSB) individual within Chambers,
and all complaints against them are dealt with in accordance with the complaints rules;

.7 all registered European lawyers and all foreign lawyers in your chambers comply with this Handbook insofar as applicable to them;

.8 appropriate risk management procedures are in place and are being complied with; and

.9 there are systems in place to check that:

.a all persons practising from your chambers whether they are members of the chambers or not have insurance in place in accordance with Rules C75 to C77 above (other than any pupil who is covered under his pupil supervisor’s insurance); and

.b every BSB authorised individual practising from your chambers has a current practising certificate and every other authorised (non-BSB) individual providing reserved legal activities is currently authorised by their Approved Regulator.

For the purposes of Rule C89 the steps which it is reasonable for you to take will depend on all the circumstances, which include, but are not limited to:

.1 the arrangements in place in your chambers for the management of chambers;

.2 any role which you play in those arrangements; and

.3 the independence of individual members of chambers from one another.

#### Guidance

**Guidance on Rule C88 and C89**

**gC133** Your duty under Rule C89.4 to have proper arrangements in place for dealing with pupils includes ensuring:

.1 that all pupillage vacancies are advertised in the manner prescribed by the Pupillage Funding and Advertising Rules (rC113 to rC118);

.2 that arrangements are made for the funding of pupils by chambers which comply with the Pupillage Funding and Advertising Rules (rC113 to rC118);

**gC134** Your duty under Rule C89.5 to have proper arrangements in place for ensuring the confidentiality of each client’s affairs includes:

.1 putting in place and enforcing adequate procedures for the purpose of protecting confidential information;

.2 complying with data protection obligations imposed by law;

.3 taking reasonable steps to ensure that anyone who has access to such information or data in the course of their work for you complies with these obligations; and

.4 taking into account any further guidance on confidentiality which is available on the Bar Standards Board’s website and which can be accessed here https://www.barstandardsboard.org.uk/code-guidance/confidentiality-guidance/.

**gC135** In order to ensure compliance with Rule C89.6.d, you may want to consider incorporating an obligation along these lines in all new employment contracts entered into after the date of this Handbook.
For further guidance on what may constitute appropriate risk management procedures in accordance with Rule C89.8 please refer to the further guidance published by the Bar Standards Board which can be accessed here https://www.barstandardsboard.org.uk/regulated-requirements/for-barristers/supervision/.

Rule C90.3 means that you should consider, in particular, the obligation of each individual member of chambers to act in the best interests of his or her own client (CD2) and to preserve the confidentiality of his or her own client’s affairs (CD6), in circumstances where other members of chambers are free (and, indeed, may be obliged by the cab rank rule (rC29) to act for clients with conflicting interests.

5.4 Administration of BSB authorised bodies

Duties of the BSB authorised body, authorised (non-BSB) individuals and BSB regulated managers

rC91 If you are a BSB authorised body, you must ensure that (or, if you are a BSB regulated individual working within such BSB authorised body, you must use reasonable endeavours (taking into account the provisions of Rule rC95) to procure that the BSB authorised body ensures that):

1. the BSB authorised body has at all times a person appointed by it to act as its HOLP, who shall be a manager;

2. the BSB authorised body has at all times a person appointed by it to act as its HOFA; and

3. subject to rC92, the BSB authorised body does not appoint any individual to act as a HOLP or a HOFA, or to be a manager or employee of that BSB authorised body, in circumstances where that individual has been disqualified from being appointed to act as a HOLP or a HOFA or from being a manager or employed by an authorised person (as appropriate) by the Bar Standards Board or another Approved Regulator pursuant to its or their powers as such and such disqualification is continuing in force.

rC92 Rule rC91.3 shall not apply where the BSB authorised body obtains the express written consent of the Bar Standards Board to the appointment of a person who has been disqualified before he is appointed.

rC93 If you are a manager or employee, you must not do anything to cause (or substantially to contribute to) a breach by the BSB authorised body or by any BSB authorised individual in it of their duties under this Handbook.

rC94 If you are a BSB authorised body, you must at all times have (or, if you are a BSB regulated individual working in such BSB authorised body, you must use reasonable endeavours (taking into account the provisions of Rule rC95 to procure that the BSB authorised body shall have) suitable arrangements to ensure that:

1. the managers and other BSB regulated individuals working as employees of the BSB authorised body comply with the Bar Standards Board’s regulatory arrangements as they apply to them, as required under section 176 of the LSA;

2. all employees:
.a are competent to carry out their duties;

.b carry out their duties in a correct and efficient manner;

.c are made clearly aware of such provisions of this Handbook as may affect or be relevant to the performance of their duties;

.d do nothing which causes or substantially contributes to, a breach of this Handbook by the BSB authorised body or any of the BSB regulated individuals employed by it; and

.e co-operates with the Bar Standards Board in the exercise of its regulatory functions, in particular in relation to any notice issued under rC22, rC64 or rC70;

.3 the BSB authorised body is administered in a correct and efficient manner, is properly staffed and keeps proper records of its practice;

.4 pupils and pupillages are dealt with properly;

.5 conflicts of interest are managed appropriately and that the confidentiality of clients’ affairs is maintained at all times;

.6 all registered European lawyers and all foreign lawyers employed by or working for you comply with this Handbook insofar as it applies to them;

.7 every BSB authorised individual employed by, or working for, the BSB authorised body has a current practising certificate (except where a barrister is working as an unregistered barrister, in which case there must be appropriate systems to ensure that they are complying with the provisions of this Handbook which apply to unregistered barristers) and every other authorised (non-BSB) individual providing reserved legal activities is currently authorised by their Approved Regulator; and

.8 adequate records supporting the fees charged or claimed in a case are kept at least until the later of the following:

.a your fees have been paid; and

.b any determination or assessment of costs in the case has been completed and the time for lodging an appeal against that assessment or determination has expired without any such appeal being lodged, or any such appeal has been finally determined;

.9 your client is provided with such records or details of the work you have done as may reasonably be required for the purpose of verifying your charges;

.10 appropriate procedures are in place requiring all managers and employees to work with the HOLP with a view to ensuring that the HOLP is able to comply with his obligations under Rule rC96;

.11 appropriate risk management procedures are in place and are being complied with; and

.12 appropriate financial management procedures are in place and are being complied with.

rC95 For the purposes of Rule rC91 and rC94 the steps which it is reasonable for you to take will depend on all the circumstances, which include, but are not limited to:

.1 the arrangements in place in your BSB authorised body for the management of it; and
.2 any role which you play in those arrangements.

Guidance

Guidance to Rules rC91 to rC94

gC138 Section 90 of the LSA places obligations on non-authorised individuals who are employees and managers of licensed bodies, as well as on non-authorised individuals who hold an ownership interest in such a licensed body (whether by means of a shareholding or voting powers in respect of the same) to do nothing which causes, or substantially contributes to a breach by the licensed body or by its employees or managers, of this Handbook. Rule C91 extends this obligation to BSB legal services bodies.

gC139 Your duty under Rule rC94.4 to have proper arrangements for dealing with pupils includes ensuring:

.1 that all pupillage vacancies are advertised in the manner prescribed by the Pupillage Funding and Advertising Rules (rC113 to rC118);

.2 that arrangements are made for the funding of pupils by chambers which comply with the Pupillage Funding and Advertising Rules (rC113 to rC118).

Duties of the HOLP/HOFA

Rules

rC96 If you are a HOLP, in addition to complying with the more general duties placed on the BSB authorised body and on the BSB regulated individuals employed by it, you must:

.1 take all reasonable steps to ensure compliance with the terms of your BSB authorised body's authorisation;

.2 take all reasonable steps to ensure that the BSB authorised body and its employees and managers comply with the duties imposed by section 176 of the LSA;

.3 take all reasonable steps to ensure that non-authorised individuals subject to the duty imposed by section 90 of the LSA comply with that duty;

.4 keep a record of all incidents of non-compliance with the Core Duties and this Handbook of which you become aware and to report such incidents to the Bar Standards Board as soon as reasonably practicable (where such failures are material in nature) or otherwise on request by the Bar Standards Board or during the next monitoring visit or review by the Bar Standards Board.

rC97 If you are a HOFA, in addition to complying with the more general duties placed on the BSB authorised body and its BSB regulated individuals, you must ensure compliance with Rules rC73 and rC74.

New managers/HOLP/HOFA

rC98 A BSB authorised body must not take on a new manager, HOLP or HOFA without first submitting an application to the Bar Standards Board for approval in accordance with the requirements of Section S.D.
D. RULES APPLYING TO PARTICULAR GROUPS OF REGULATED PERSONS

D1. Self-employed barristers, chambers and BSB authorised bodies

Outcomes

- **oC26** Clients know that they can make a complaint if dissatisfied, and know how to do so.
- **oC27** Complaints are dealt with promptly and the client is kept informed about the process.
- **oC28** Self-employed barristers, chambers and BSB authorised bodies run their practices without discrimination.
- **oC29** Pupils are treated fairly and all vacancies for pupillages are advertised openly.

Complaints rules

**Provision of information to clients**

- **rC99** You must notify clients in writing when you are instructed, or, if that is if not practicable, at the next appropriate opportunity:
  - .1 of their right to make a complaint, including their right to complain to the Legal Ombudsman (if they have such a right), how, and to whom, they can complain, and of any time limits for making a complaint;
  - .2 if you are doing referral work, that the lay client may complain directly to chambers or the BSB authorised body without going through solicitors.

- **rC100** If you are doing public access, or licensed access work using an intermediary, the intermediary must similarly be informed.

- **rC101** If you are doing referral work, you do not need to give a professional client the information set out in Rules C99.1 and C99.2, in a separate, specific letter. It is enough to provide it in the ordinary terms of reference letter (or equivalent letter) which you send when you accept instructions in accordance with Rule C21.
rC102 If you do not send a letter of engagement to a lay client in which this information can be included, a specific letter must be sent to him giving him the information set out at Rules C99.1 and C99.2.

rC103 Chambers’ websites and literature must display information about the chambers’ complaints procedure. A BSB’s authorised body’s website and literature must carry information about that BSB authorised body’s Complaints Procedure.

Response to complaints

rC104 All complaints must be acknowledged promptly. When you acknowledge a complaint, you must give the complainant:

.1 the name of the person who will deal with the complaint and a description of that person’s role in chambers or in the BSB authorised body (as appropriate);

.2 a copy of the chambers’ complaints procedure or the BSB authorised body’s Complaints Procedure (as appropriate);

.3 the date by which the complainant will next hear from chambers or the BSB authorised body (as appropriate).

rC105 When chambers or BSB authorised body (as appropriate) has dealt with the complaint, complainants must be told in writing of their right to complain to the Legal Ombudsman (where applicable), of the time limit for doing so, and how to contact him.

Documents and record keeping

rC106 All communications and documents relating to complaints must be kept confidential. They must be disclosed only so far as is necessary for:

.1 the investigation and resolution of the complaint;

.2 internal review in order to improve chambers’ or the BSB authorised body’s (as appropriate) handling of complaints;

.3 complying with requests from the Bar Standards Board in the exercise of its monitoring and/or auditing functions.

rC107 The disclosure to the Bar Standards Board of internal documents relating to the handling of the complaint (such as the minutes of any meeting held to discuss a particular complaint) for the further resolution or investigation of the complaint is not required.

rC108 A record must be kept of each complaint, of all steps taken in response to it, and of the outcome of the complaint. Copies of all correspondence, including electronic mail, and all other documents generated in response to the complaint must also be kept. The records and copies should be kept for 6 years from resolution of the complaint.

rC109 The person responsible for the administration of the procedure must report at least annually to either:

.1 the HOLP, or

.2 the appropriate member/committee of chambers,

on the number of complaints received, on the subject areas of the complaints and on the outcomes. The complaints should be reviewed for trends and possible training issues.
D1.2 Equality and diversity

Rules

rC110 You must take reasonable steps to ensure that in relation to your chambers or BSB authorised body:

.1 there is in force a written statement of policy on equality and diversity; and
.2 there is in force a written plan implementing that policy;
.3 the following requirements are complied with:

Equality and Diversity Officer

.a chambers or BSB authorised body has at least one Equality and Diversity Officer;

Training

.b except in unforeseen and exceptional circumstances, the person with lead responsibility for any selection panel and at least one member of any selection panel (who may be the same person) has received recent and appropriate training in fair recruitment and selection processes;
.c From July 2014, save in exceptional circumstances, every member of all selection panels must be trained in fair recruitment and selection processes;

Fair and objective criteria

.d recruitment and selection processes use objective and fair criteria;

Equality monitoring

.e your chambers or BSB authorised body:

.i conducts a regular review of its policy on equality and diversity and of its implementation in order to ensure that it complies with the requirements of this Rule C110; and

.ii takes any appropriate remedial action identified in the light of that review;

.f subject to Rule C110.3.h chambers or BSB authorised body regularly reviews:

.i the number and percentages of its workforce from different groups; and

.ii applications to become a member of its workforce; and

.iii in the case of chambers, the allocation of unassigned work,

.g the reviews referred to in Rule rC110.3.f above include:

.i collecting and analysing data broken down by race, disability and gender;

.ii investigating the reasons for any disparities in that data; and

.iii taking appropriate remedial action;

.h the requirement to collect the information referred to in Rule C110.3.g does not apply to the extent that the people referred to in Rule rC110.3.f.i and Rule rC110.3.f.ii refuse to disclose it.
Fair access to work

.i if you are a self-employed barrister, the affairs of your chambers are conducted in a manner which is fair and equitable for all members of chambers, pupils and/or employees (as appropriate). This includes, but is not limited to, the fair distribution of work opportunities among pupils and members of chambers;

Harassment

.j chambers or BSB authorised body has a written anti-harassment policy which, as a minimum:

.i states that harassment will not be tolerated or condoned and that managers, employees, members of chambers, pupils and others temporarily in your chambers or BSB authorised body such as mini-pupils have a right to complain if it occurs;

.ii sets out how the policy will be communicated;

.iii sets out the procedure for dealing with complaints of harassment;

Parental leave

.k chambers has a parental leave policy which, in the case of a chambers, must cover as a minimum:

.i the right of a member of chambers to return to chambers after a specified period (which must be at least one year) of parental or adoption leave;

.ii the extent to which a member of chambers is or is not required to contribute to chambers’ rent and expenses during parental leave;

.iii the method of calculation of any waiver, reduction or reimbursement of chambers’ rent and expenses during parental leave;

.iv where any element of rent is paid on a flat rate basis, the chambers policy must as a minimum provide that chambers will offer members taking a period of parental leave, or leave following adoption, a minimum of 6 months free of chambers’ rent;

.v the procedure for dealing with grievances under the policy;

.vi chambers’ commitment to regularly review the effectiveness of the policy;

Flexible working

.l chambers or BSB authorised body has a flexible working policy which covers the right of a member of chambers, manager or employee (as the case may be) to take a career break, to work part-time, to work flexible hours, or to work from home, so as to enable them to manage their family responsibilities or disability without giving up work;

Reasonable adjustments policy

.m chambers or BSB authorised body has a reasonable adjustments policy aimed at supporting disabled clients, its workforce and others including temporary visitors;

Appointment of Diversity Data Officer

.n chambers or BSB authorised body has a Diversity Data Officer;
chambers or BSB authorised body must provide the name and contact details of the Diversity Data Officer to the Bar Standards Board and must notify the Bar Standards Board of any change to the identity of the Diversity Data Officer, as soon as reasonably practicable;

Responsibilities of Diversity Data Officer

The Diversity Data Officer shall comply with the requirements in relation to the collection, processing and publication of diversity data set out in the paragraphs rC110.3.q to .t below;

Collection and publication of diversity data

The Diversity Data Officer shall invite members of the workforce to provide diversity data in respect of themselves to the Diversity Data Officer using the model questionnaire in Section 7 of the BSB’s Supporting Information on the BSB Handbook Equality Rules (https://www.barstandardsboard.org.uk/media/1596730/bsb_equality_rules_handbook_june_2014.pdf);

The Diversity Data Officer shall ensure that such data is anonymised and that an accurate and updated summary of it is published on chambers’ or BSB authorised body’s website every three years. If chambers or the BSB authorised body does not have a website, the Diversity Data Officer shall make such data available to the public on request;

The published summary of anonymised data shall:

 exclude diversity data relating to the characteristics of sexual orientation and religion or belief, unless there is consent from each of the members of the workforce; and

 exclude diversity data in relation to any characteristic where there is a real risk that individuals could be identified, unless all affected individuals consent; and

 subject to the foregoing, include anonymised data in relation to each characteristic, categorised by reference to the job title and seniority of the workforce.

The Diversity Data Officer shall:

 ensure that chambers or BSB authorised body has in place a written policy statement on the collection, publication, retention and destruction of diversity data which shall include an explanation that the provision of diversity data is voluntary;

 notify the workforce of the contents of the written policy statement; and

 ask for explicit consent from the workforce to the provision and processing of their diversity data in accordance with the written policy statement and these rules, in advance of collecting their diversity data.

For the purposes of Rule C110 above, the steps which it is reasonable for you to take will depend on all the circumstances, which include, but are not limited to:

the arrangements in place in your chambers or BSB authorised body for the management of chambers or the BSB authorised body; and

any role which you play in those arrangements.
For the purposes Rule C110 above “allocation of unassigned work” includes, but is not limited to work allocated to:

.1 pupils;

.2 barristers of fewer than four years’ standing; and

.3 barristers returning from parental leave;

Guidance to Rule C110 and Rule C111

gC140 Rule C110 places a personal obligation on all self-employed barristers, however they practise, and on the managers of BSB authorised bodies, as well as on the entity itself, to take reasonable steps to ensure that they have appropriate policies which are enforced.

gC141 In relation to Rule C110, if you are a Head of chambers or a HOLP it is likely to be reasonable for you to ensure that you have the policies required by Rule C110, that an Equality and Diversity Officer is appointed to monitor compliance, and that any breaches are appropriately punished. If you are a member of a chambers you are expected to use the means available to you under your constitution to take reasonable steps to ensure there are policies and that they are enforced. If you are a manager of a BSB authorised body, you are expected to take reasonable steps to ensure that there are policies and that they are enforced.

gC142 For the purpose of Rule C110 training means any course of study covering all the following areas:

a) Fair and effective selection & avoiding unconscious bias
b) Attraction and advertising
c) Application processes
d) Shortlisting skills
e) Interviewing skills
f) Assessment and making a selection decision
g) Monitoring and evaluation

gC143 Training may be undertaken in any of the following ways:

a) Classroom sessions
b) Online sessions
c) Private study of relevant materials such as the Bar Council’s Fair Recruitment Guide
d) Completion of CPD covering fair recruitment and selection processes
The purpose of Rule C110.3.d is to ensure that applicants with relevant characteristics are not refused employment because of such characteristics. In order to ensure compliance with this rule, therefore, it is anticipated that the Equality and Diversity Officer will compile and retain data about the relevant characteristics of all applicants for the purposes of reviewing the data in order to see whether there are any apparent disparities in recruitment.

For the purpose of Rule C110 “regular review”, means as often as is necessary in order to ensure effective monitoring and review takes place. In respect of data on pupils it is likely to be considered reasonable that “regularly” should mean annually. In respect of managers of a BSB authorised body or tenants, it is likely to be considered reasonable that “regularly” should mean every three years unless the numbers change to such a degree as to make more frequent monitoring appropriate.

For the purposes of Rule C110, “remedial action” means any action aimed at removing or reducing the disadvantage experienced by particular relevant groups. Remedial action cannot, however, include positive discrimination in favour of members of relevant groups.

Rule C110.3.f.iii places an obligation on practices to take reasonable steps to ensure the work opportunities are shared fairly among its workforce. In the case of chambers, this obligation includes work which has not been allocated by the solicitor to a named barrister. It includes fairness in presenting to solicitors names for consideration and fairness in opportunities to attract future named work (for example, fairness in arrangements for marketing). These obligations apply even if individual members of chambers incorporate their practices, or use a “ProcureCo” to obtain or distribute work, as long as their relationship between each other remains one of independent service providers competing for the same work while sharing clerking arrangements and costs.

Rule C110.3.k.iv sets out the minimum requirements which must be included in a parental and adoption leave policy if any element of rent is paid on a flat rate. If rent is paid on any other basis, then the policy should be drafted so as not to put any self-employed barrister in a worse position than he would have been in if any element of the rent were paid on a flat rate.

For the purposes of Rule C110 above investigation means, considering the reasons for disparities in data such as:

.1 Under or overrepresentation of particular groups e.g. men, women, different ethnic groups or disabled people
.2 Absence of particular groups e.g. men, women, different ethnic groups or disabled people
.3 Success rates of particular groups
.4 In the case of chambers, over or under allocation of unassigned work to particular groups

These rules are supplemented by the BSB’s Supporting Information on the BSB Handbook Equality Rules (“the Supporting Information”): https://www.barstandardsboard.org.uk/media/1562168/bsb_equality_rules_handbook_corrected.pdf. These describe the legal and regulatory requirements relating to equality and diversity and provide guidance on how they should be applied in chambers and in BSB authorised bodies. If you are a self-employed barrister, a BSB authorised body, or a manager of a BSB authorised body, you should seek to comply with the Support Information as well as with the rules as set out above.

The Supporting Information is also relevant to all pupil supervisors and authorised training organisations. These will be expected to show how they comply with the Supporting Information as a condition of著火.

Although the Supporting Information does not apply directly to BSB authorised persons working as employed barristers (non-authorised bodies) or employed barristers (authorised non-BSB body), they provide helpful guidance which you are encouraged to take into account in your practice.
D1.3 Pupillage funding

Rules

Funding

rC113 The members of a set of chambers or the BSB authorised body must pay to each non-practising pupil (as appropriate), by the end of each month of the non-practising six months of his pupillage no less than:

.1 the specified amount; and

.2 such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on:

.3 travel for the purposes of his pupillage during that month; and

.4 attendance during that month at courses which he is required to attend as part of his pupillage.

rC114 The members of a set of chambers, or the BSB authorised body, must pay to each practising pupil by the end of each month of the practising six months of his pupillage no less than:

.1 the specified amount; plus

.2 such further sum as may be necessary to reimburse expenses reasonably incurred by the pupil on:

.2.a travel for the purposes of his pupillage during that month; and

.2.b attendance during that month at courses which he is required to attend as part of his pupillage; less

.2.c such amount, if any, as the pupil may receive during that month from his practice as a barrister; and less

.2.d such amounts, if any, as the pupil may have received during the preceding months of his practising pupillage from his practice as a barrister, save to the extent that the amount paid to the pupil in respect of any such month was less than the total of the sums provided for in sub-paragraphs rC114.2.a and .b above.

rC115 The members of a set of chambers, or the BSB authorised body, may not seek or accept repayment from a chambers pupil or an entity pupil of any of the sums required to be paid under Rules rC113 and rC114 above, whether before or after he ceases to be a chambers pupil or an entity pupil, save in the case of misconduct on his part.

rC116 If you are a self-employed barrister, you must pay any chambers pupil for any work done for you which because of its value to you warrants payment, unless the pupil is receiving an award or remuneration which is paid on terms that it is in lieu of payment for any individual item of work.

Application

rC117 The requirements set out in Rules C113 to C116 above:
.1 do not apply in the case of pupils who were granted exemption from the vocational stage of training under Rule Q73;

.2 do not apply in the case of pupils who are doing a period of pupillage in a set of chambers, or in a BSB authorised body, as part of a training programme offered by another organisation which is authorised by the Bar Standards Board to take pupils;

.3 do not apply in the case of pupils who have completed both the non-practising and the practising six months of pupillage;

.4 save as provided in Rule C117.3 above, do not apply in respect of any period after a pupil ceases, for whatever reason, to be a chambers pupil or an entity pupil; and

.5 may be waived in part or in whole by the Pupillage Funding Committee of the BSB.

rC118 For the purposes of these requirements:

.1 “chambers pupil” means, in respect of any set of chambers, a pupil doing the non-practising or practising six months of pupillage with a pupil supervisor, or pupil supervisors, who is or are a member, or members, of that set of chambers;

.2 “entity pupil” means, in respect of a BSB authorised body, a pupil doing the non-practising or practising six months of pupillage with a pupil-master or pupil-masters who are managers or employees of such BSB authorised body;

.3 “non-practising pupil” means a chambers pupil or an entity pupil doing the non-practising six months of pupillage;

.4 “practising pupil” means a chambers pupil or an entity pupil doing the practising six months of pupillage;

.5 “month” means calendar month starting on the same day of the month as that on which the pupil began the non-practising, or practising, six months pupillage, as the case may be;

.6 any payment made to a pupil by a barrister pursuant to Rule C115 above shall constitute an amount received by the pupil from his practice as a barrister; and

.7 the following travel by a pupil shall not constitute travel for the purposes of his pupillage:

.a travel between his home and chambers or, for an entity pupil, his place of work; and

.b travel for the purposes of his practice as a barrister.
D2. Barristers undertaking public access and licensed access work

Outcomes

oC30 Barristers undertaking public access or licensed access work have the necessary skills and experience required to do work on that basis.

oC31 Barristers undertaking public access or licensed access work maintain appropriate records in respect of such work.

oC32 Clients only instruct via public access when it is in their interests to do so and they fully understand what is expected of them.

D2.1 Public access rules

Rules

rC119 These rules apply to barristers instructed by or on behalf of a lay client (other than a licensed access client) who has not also instructed a solicitor or other professional client (public access clients). Guidance on public access rules is available on the Bar Standards Board website https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/.

rC120 Before accepting any public access instructions from or on behalf of a public access client, a barrister must:

.1 be properly qualified by having been issued with a full practising certificate, by having satisfactorily completed the appropriate public access training, and by registering with the Bar Council as a public access practitioner;

.2 if a barrister was already registered with the Bar Council to undertake public access work on October 4 2013 then he must undertake any additional training required by the Bar Standards Board within 24 months of that date or cease to undertake public access work;

.3 take such steps as are reasonably necessary to ascertain whether it would be in the best interests of the client or in the interests of justice for the public access client to instruct a solicitor or other professional client; and

.4 take such steps as are reasonably necessary to ensure that the client is able to make an informed decision about whether to apply for legal aid or whether to proceed with public access.

rC121 A barrister with less than three years’ standing who has completed the necessary training must:

.1 Have a barrister who is a qualified person within Rule S22 and has registered with the Bar Council as a public access practitioner readily available to provide guidance to the barrister;

.2 Maintain a log of public access cases they have dealt with, including any issues or problems which have arisen;

.3 Seek appropriate feedback from their public access clients on the service provided;

.4 Make this log available, on request, to the Bar Standards Board for review.

rC122 A barrister may not accept direct instructions from or on behalf of a public access client in or in connection with any matter of proceedings in which, in all the circumstances, it would be in the best
interests of the public access client or in the interests of justice for the public access client to instruct a solicitor or other professional client.

rC123 In any case where a barrister is not prohibited from accepting instructions, the barrister must at all times consider the developing circumstances of the case, and whether at any stage it is in the best interests of the public access client or in the interests of justice for the public access client to instruct a solicitor or other professional client. If, after accepting direct instructions from a public access client a barrister forms the view that circumstances are such that it would be in the best interests of the public access client, or in the interests of justice for the public access client to instruct a solicitor or other professional client the barrister must:

.1 inform the public access client of his view; and

.2 withdraw from the case in accordance with the provisions of Rules C25 and C26 and associated guidance unless the client instructs a solicitor or other professional client to act in the case.

rC124 A barrister must have regard to guidance published from time to time by the Bar Standards Board in considering whether to accept and in carrying out any public access instructions.

rC125 A barrister who accepts public access instructions must forthwith notify his public access client in writing, and in clear and readily understandable terms, of:

.1 the work which the barrister has agreed to perform;

.2 the fact that in performing his work the barrister will be subject to the requirements of Parts 2 and 3 of this Handbook and, in particular, Rules C25 and C26;

.3 unless authorised to conduct litigation by the Bar Standards Board, the fact that the barrister cannot be expected to perform the functions of a solicitor or other authorised litigator and in particular to fulfil limitation obligations, disclosure obligations and other obligations arising out of or related to the conduct of litigation;

.4 the fact that the barrister is self-employed, is not a member of a firm and does not take on any arranging role;

.5 in any case where the barrister has been instructed by an intermediary:

   .a the fact that the barrister is independent of and has no liability for the intermediary; and

   .b the fact that the intermediary is the agent of the lay client and not the agent of the barrister;

.6 the fact that the barrister may be prevented from completing the work by reason of his professional duties or conflicting professional obligations, and what the client can expect of the barrister in such a situation;

.7 the fees which the barrister proposes to charge for that work, or the basis on which his fee will be calculated;

.8 the barrister’s contact arrangements; and

.9 the information about the barrister’s complaints procedure required by D1.1 of this Part 2.

rC126 Save in exceptional circumstances, a barrister will have complied with Rule rC124 above if he has written promptly to the public access client in the terms of the model letter provided on the Bar Standards Board website.
In any case where a barrister has been instructed by an intermediary, he must give the notice required by Rule C123 above both:

1. directly to the public access client; and

2. to the intermediary.

A barrister who accepts public access instructions must keep a case record which sets out:

1. the date of receipt of the instructions, the name of the lay client, the name of the case, and any requirements of the client as to time limits;

2. the date on which the instructions were accepted;

3. the dates of subsequent instructions, of the despatch of advices and other written work, of conferences and of telephone conversations;

4. when agreed, the fee.

A barrister who accepts public access instructions must either himself retain or take reasonable steps to ensure that the lay client will retain for at least seven years after the date of the last item of work done:

1. copies of all instructions (including supplemental instructions);

2. copies of all advices given and documents drafted or approved;

3. the originals, copies or a list of all documents enclosed with any instructions;

4. notes of all conferences and of all advice given on the telephone.

A barrister who has accepted public access instructions may undertake correspondence where it is ancillary to permitted work, and in accordance with the guidance published by the Bar Standards Board.

Save where otherwise agreed:

1. a barrister shall be entitled to copy all documents received from his lay client, and to retain such copies permanently;

2. a barrister shall return all documents received from his lay client on demand, whether or not the barrister has been paid for any work done for the lay client;

3. a barrister shall not be required to deliver to his lay client any documents drafted by the barrister in advance of receiving payment from the lay client for all work done for that client;

4. a barrister who has accepted public access instructions in any civil matter may take a proof of evidence from his client in that matter.
D2.2 Licensed access rules

**Rules**

rC132 Subject to these rules and to compliance with the Code of Conduct (and to the Scope of Practice, Authorisation and Licensing Rules) a barrister in self-employed practice may accept instructions from a licensed access client in circumstances authorised in relation to that client by the Licensed Access Recognition Regulations https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/licensed-access-recognition-regulations/) whether that client is acting for himself or another.

rC133 These rules apply to every matter in which a barrister in self-employed practice is instructed by a licensed access client save that Rules rC134.2, rC136, rC137 and rC139 do not apply to any matter in which a licensed access client is deemed to be a licensed access client by reason only of paragraph 7 or paragraph 8 of the Licensed Access Recognition Regulations (https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/licensed-access-recognition-regulations/).

rC134 A barrister is only entitled to accept instructions from a licensed access client if at the time of giving instructions the licensed access client:

.1 is identified; and

.2 sends the barrister a copy of the Licence issued by the Bar Standards Board.

rC135 A barrister must not accept any instructions from a licensed access client:

.1 unless the barrister and his chambers are able to provide the services required of them by that licensed access client;

.2 if the barrister considers it in the interests of the lay client or the interests of justice that a solicitor or other authorised litigator or some other appropriate intermediary (as the case may be) be instructed either together with or in place of the barrister.

rC136 A barrister who accepts instructions from a licensed access client otherwise than on the terms of the Licensed Access Terms of Work:

.1 must first agree in writing the terms upon which he has agreed to do the work and the basis upon which he is to be paid;

.2 must keep a copy of the agreement in writing with the licensed access client setting out the terms upon which he has agreed to do the work and the basis upon which he is to be paid.

rC137 A barrister who accepts instructions from a licensed access client:

.1 must promptly send the licensed access client:

.2 a statement in writing that the instructions have been accepted (as the case may be) (1) on the standard terms previously agreed in writing with that licensed access client or (2) on the terms of the Licensed Access Terms of Work (and thereafter if requested a copy of the Licensed Access Terms of Work); or

.3 if he has accepted instructions otherwise than on such standard terms or on the terms of the Licensed Access Terms of Work, a copy of the agreement in writing with the licensed access client setting out the terms upon which he has agreed to do the work and the basis upon which he is to be paid;
unless he has accepted instructions on the terms of the Licensed Access Terms of Work or on terms which incorporate the following particulars must at the same time advise the licensed access client in writing of:

.a the effect of rC21 as it relevantly applies in the circumstances;

.b unless authorised by the Bar Standards Board to conduct litigation, the fact that the barrister cannot be expected to perform the functions of a solicitor or other authorised litigator and in particular to fulfil limitation obligations disclosure obligations and other obligations arising out of or related to the conduct of litigation;

.c the fact that circumstances may require the client to retain a solicitor or other authorised litigator at short notice and possibly during the case.

rC138 If at any stage a barrister who is instructed by a licensed access client considers it in the interests of the lay client or the interests of justice that a solicitor or other authorised litigator or some other appropriate intermediary (as the case may be) be instructed either together with or in place of the barrister:

.1 the barrister must forthwith advise the licensed access client in writing to instruct a solicitor or other authorised litigator or other appropriate intermediary (as the case may be); and

.2 unless a solicitor or other authorised litigator or other appropriate intermediary (as the case may be) is instructed as soon as reasonably practicable thereafter the barrister must cease to act and must return any instructions.

rC139 If at any stage a barrister who is instructed by a licensed access client considers that there are substantial grounds for believing that the licensed access client has in some significant respect failed to comply either with the terms of the Licence granted by the Bar Standards Board or (where applicable) with the terms of the Licensed Access Terms of Work the barrister must forthwith report the facts to the Bar Standards Board.

rC140 A barrister who accepts instructions from a licensed access client must keep a case record (whether on card or computer) which sets out:

.1 the date of receipt of the instructions, the name of the licensed access client, the name of the case, and any requirements of the licensed access client as to time limits;

.2 the date on which the instructions were accepted;

.3 the dates of subsequent instructions, of the despatch of advices and other written work, of conferences and of telephone conversations;

.4 when agreed, the fee.

rC141 A barrister who accepts instructions from a licensed access client must either himself retain or take reasonable steps to ensure that the licensed access client will retain for six years after the date of the last item of work done:

.1 copies of instructions (including supplemental instructions);

.2 copies of all advices given and documents drafted or approved;

.3 a list of all documents enclosed with any instructions;

.4 notes of all conferences and of all advice given on the telephone.
D3. Registered European lawyers

**Outcomes**

- **oC33** Clients are not confused about the qualifications and status of registered European lawyers.

**Rules**

- **rC142** If you are a registered European lawyer and not a barrister, you must not hold yourself out to be a barrister.

- **rC143** You must in connection with all professional work undertaken in England and Wales as a registered European lawyer:
  1. use your home professional title;
  2. indicate the name of your home professional body or the court before which you are entitled to practise in that Member State; and
  3. indicate that you are registered with the Bar Standards Board as a European lawyer.
D4. Unregistered barristers

Outcomes

oC34 Clients who receive legal services from unregistered barristers are aware that such unregistered barristers are not subject to the same regulatory safeguards that would apply if they instructed a practising barrister.

Rules

rC144 If you are an unregistered barrister and you supply legal services (other than as provided for in Rule C145) to any inexperienced client then, before supplying such services:

.1 you must explain to the client that:
   .a (unless you are supplying legal services pursuant to Rule S12) you are not acting as a barrister;
   .b you are not subject to those parts of the Code of Conduct and other provisions of this Handbook which apply only to BSB authorised persons;
   .c the Bar Standards Board will only consider complaints about you which concern the Core Duties or those parts of the Code of Conduct and other provisions of this Handbook which apply to you;
   .d (unless you are covered by professional indemnity insurance) you are not covered by professional indemnity insurance;
   .e they have the right to make a complaint, how they can complain, to whom, of any time limits for making a complaint but that they have no right to complain to the Legal Ombudsman about the services you supply;

.2 you must get written confirmation from the client that you have given this explanation.

For the purposes of this Rule C144, an inexperienced client includes any individual or other person who would, if you were a BSB authorised person, have a right to bring a complaint pursuant to the Legal Ombudsman Scheme Rules.

Guidance

Guidance on Rule C144

gC153 For the purposes of determining whether Rule C144 applies, the people who would be entitled to complain to the Legal Ombudsman if you were a BSB authorised person are:

.1 an individual; or

.2 a business or enterprise that was a micro-enterprise within the meaning of Article 1 and Article 2(1) and (3) of the Annex to Commission Recommendation 2003/361/EC (broadly a business or enterprise with fewer than 10 employees and turnover or assets not exceeding €2 million), when it referred the complaint to you; or
.3 a charity with an annual income net of tax of less than £1 million at the time at which the complainant refers the complaint to you; or

.4 a club, association or organisation, the affairs of which are managed by its members or a committee of its members, with an annual income net of tax of less than £1 million at the time at which the complainant refers the complaint to you; or

.5 a trustee of a trust with an asset value of less than £1 million at the time at which the complainant refers the complaint to you; or

.6 a personal representative or beneficiary of the estate of a person who, before he or she died, had not referred the complaint to the Legal Ombudsman.

**Rules**

**rC145** rC144 does not apply to you if you supply legal services:

.1 as an employee or manager of an authorised body;

.2 as an employee or manager of a body subject to regulation by a professional body or regulator;

.3 as provided for in Section S.B9 (Legal Advice Centres);

.4 pursuant to an authorisation that you have obtained from another approved regulator; or

.5 in accordance with Rules S13 and S14.

**Guidance**

**Guidance on Rule C145**

**gC154** Guidance on the disclosures which unregistered barristers should consider making to clients covered by Rule C145, and other clients who are not inexperienced clients, to ensure that they comply with Rule C19 and do not mislead those clients is available on BSB website [https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/](https://www.barstandardsboard.org.uk/regulatory-requirements/bsb-handbook/code-guidance/).
D5. Cross-border activities within the European Union and the European Economic Area

**Outcomes**

**oC35** BSB regulated persons who undertake cross-border activities comply with the terms of the Code of Conduct for European Lawyers.

**Rules**

**rC146** If you are a BSB regulated person undertaking cross-border activities then, in addition to complying with the other provisions of this Handbook which apply to you, you must also comply with Rules C147 to C158 below.

**Guidance**

**Guidance on Rule C146**

**gC155** Where the cross-border activities constitute foreign work (in other words, limb (a) of the definition of cross-border activities), you should note, in particular, Rules C13 and C14 and the associated guidance.

**gC156** The purpose of this section D5 is to implement those provisions of the Code of Conduct for European Lawyers which are not otherwise covered by the Handbook. If a provision of the Code of Conduct for European Lawyers has not been included here then the equivalent provisions of Handbook need to be complied with in respect of all cross-border activities (including where they place a higher burden on the BSB regulated person than the Code of Conduct for European Lawyers itself which is the case, for example, in respect of the handling of client money (Rule C73 and C74)).

**Rules**

**Incompatible occupations**

**rC147** If you act in legal proceedings or proceedings before public authorities in a CCBE State other than the UK, you must, in that CCBE State, observe the Rules regarding incompatible occupations as they are applied to lawyers of that CCBE State.

**rC148** If you are established in a CCBE State other than the UK and you wish to participate directly in commercial or other activities not connected with the practice of the law in that CCBE State, you must respect the Rules regarding forbidden or incompatible occupations as they are applied to lawyers of that CCBE State.

**Fee sharing with non-lawyers**

**rC149** You must not share your fees with a person situated in a CCBE State other than the UK who is not a lawyer except where otherwise permitted by the terms of this Handbook or Rule C150 below.

**rC150** Rule C149 shall not preclude you from paying a fee, commission or other compensation to a deceased lawyer’s heirs or to a retired lawyer in respect of taking over the deceased or retired lawyer’s practice.
Co-operation among lawyers of different member states

rC151 If you are approached by a lawyer of a CCBE State other than the UK to undertake work which you are not competent to undertake, you must assist that lawyer to obtain the information necessary to find and instruct a lawyer capable of providing the service asked for.

rC152 When co-operating with a lawyer of a CCBE State other than the UK you must take into account the differences which may exist between your respective legal systems and the professional organisations, competencies and obligations of lawyers in your respective states.

Correspondence between lawyers in different CCBE states

rC153 If you want to send to a lawyer in a CCBE State other than the UK a communication which you wish to remain “confidential” or “without prejudice”, you must, before sending the communication, clearly express your intention in order to avoid misunderstanding, and ask if the lawyer is able to accept the communication on that basis.

rC154 If you are the intended recipient of a communication from a lawyer in another CCBE State which is stated to be “confidential” or “without prejudice”, but which you are unable to accept on the basis intended by that lawyer, you must inform that lawyer accordingly without delay.

Responsibility for fees

rC155 If in the course of practice you instruct a lawyer of a CCBE State other than the UK to provide legal services on your behalf, you must pay the fees, costs and outlays which are properly incurred by that lawyer (even where the client is insolvent) unless:

.1 you were simply introducing the client to him and the lawyer of the CCBE State other than the UK has since had a direct contractual relationship with the client; or

.2 you have expressly disclaimed that responsibility at the outset, or at a later date you have expressly disclaimed responsibility for any fees incurred after that date; or the lawyer of the CCBE State other than the UK is, in the particular matter, practising as a lawyer in England or Wales (whether authorised by the BSB or any other Approved Regulator).

Disputes amongst lawyers in different member states

rC156 If you consider that a lawyer in a CCBE State other than the UK has acted in breach of a rule of professional conduct you must draw the breach to the other lawyer’s attention.

rC157 If any personal dispute of a professional nature arises between you and a lawyer in a CCBE State other than the UK you must first try to settle it in a friendly way.

rC158 You must not commence any form of proceedings against a lawyer in a CCBE State other than the UK on matters referred to in Rules C156 or C157 without first informing the Bar Council and the other lawyer’s bar or law society in order to allow them an opportunity to assist in resolving the matter.
Part 3

Scope of practice, authorisation and licensing rules
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A. APPLICATION

rS1 Section 3.B applies to all BSB regulated persons and “You” and “Your” should be construed accordingly. It provides that you must not carry on any reserved legal activity or practise as a barrister unless you are authorised to do so, and explains the different capacities within which you may work if you are so authorised and any limitations on the scope of your practice. It also explains the further requirements which you must follow if you intend to work in more than one capacity.

rS2 Section 3.C applies to barristers and registered European lawyers and sets out the basis on which they may apply for a practising certificate which will entitle them to practise within England and Wales.

rS3 Section 3.D applies to European lawyers and provides details about how to apply to become a registered European lawyer in England and Wales, thus entitling them to apply for a practising certificate in accordance with the provisions of 3.C.

rS4 Section 3.E applies to all entities wishing to be regulated by the BSB and sets out the basis upon which entities may be:

.1 authorised to practise as a BSB authorised body, or

.2 licensed to practise as a BSB licensed body.

rS5 Section 3.F applies to all BSB authorised bodies. It contains the continuing compliance requirements which apply to them.
B. SCOPE OF PRACTICE

B1. No practise without authorisation

rs6 You must not carry on any reserved legal activity unless you are entitled to do so under the LSA.

Guidance to Rule S6

gs1 You are not entitled to carry on any reserved legal activity, whether on your own behalf or acting as a manager or employee, unless you are either authorised or exempt in respect of that reserved legal activity. Where you are a manager or employee of a person who, as part of his practice, supplies services to the public or to a section of the public (with or without a view to profit), which consist of, or include, the carrying on of reserved legal activities, that person must also be entitled to carry on that reserved legal activity under the LSA. Authorisation in accordance with this Part 3 permits you to carry on the reserved legal activities specified in your authorisation.

rs7 You must not permit any third party who is not authorised to provide reserved legal activities to provide such reserved legal activities on your behalf.

rs8 If:

.1 you are an individual and do not have a practising certificate; or

.2 you are an entity and you have not been authorised or licensed to provide reserved legal activities in accordance with Section 3.E,

then:

.a you may not practise as a barrister or a registered European lawyer or as a BSB authorised body (as appropriate); and

.b you are not authorised by the Bar Standards Board to carry on any reserved legal activity.

rs9 For the purposes of this Handbook, you practise as a barrister or a registered European lawyer, or a BSB authorised body if you are supplying legal services and:

.1 you are an individual and you hold a practising certificate; or

.2 you hold yourself out as a barrister or a registered European lawyer (as appropriate) or

.3 you are an entity and you have been authorised or licensed to provide reserved legal activities in accordance with Section 3.E; or

.4 you act as a manager of, or have an ownership interest in, an authorised (non-BSB) body and as such you are required by the rules of that body’s Approved Regulator to hold a practising certificate issued by the Bar Council (as the case may be).
rS10 For the purposes of this Section 3.B1 any reference to the supply of legal services includes an offer to supply such services.

rS11 Rule S9.1 above does not apply to you if you are a pupil in the non-practising six months of pupillage if and insofar as you accept a noting brief with the permission of your pupil-supervisor or head of chambers or HOLP.

rS12 If you are an unregistered barrister or registered European lawyer but do not hold a practising certificate and you supply legal services in the manner provided for in Rules S13, S14 and S15 below, then you shall not, by reason of supplying those services:

.1 be treated for the purposes of this Section B of Part 3 as practising barrister or a registered European lawyer; or

.2 be subject to the rules in Part 2 of this Handbook or the rules in this Section 3.B which apply to practising barristers.

rS13 Rule S12 applies to you if and insofar as:

.1 you are practising as a foreign lawyer; and

.2 you do not:

(a) give advice on English Law; or

(b) supply legal services in connection with any proceedings or contemplated proceedings in England and Wales (other than as an expert witness on foreign law).

rS14 Rule S12 applies to you if:

.1 you are authorised and currently permitted to carry on reserved legal activities by another Approved Regulator; and

.2 you hold yourself out as a barrister or a registered European lawyer (as appropriate) other than as a manager or employee of a BSB authorised body; and

.3 when supplying legal services to any person or employer for the first time, you inform them clearly in writing at the earliest opportunity that you are not practising as a barrister or a registered European lawyer.

rS15 Rule S12 applies to you provided that:

.1 you supplied legal services prior to 31 March 2012 pursuant to paragraph 206.1 or 206.2 of the 8th Edition of the Code; and

.2 if you supply any legal services in England and Wales, you were called to the Bar before 31 July 2000; and

.3 before 31 March in each year, and promptly after any change in the details previously supplied to the Bar Council (acting by the Bar Standards Board), you provide in writing to the Bar Council (acting by the Bar Standards Board), details of the current address(es) with telephone number(s) of the office or premises from which you do so, and:

(a) if you are employed, the name, address, telephone number and nature of the practice of your employer; or
(b) if you are an employee or manager of, or you have an ownership interest in, an authorised body; the name, address, email address, telephone number and the name of the authorised body and its Approved Regulator; and

.4 unless you only offer services to your employer or to the authorised body of which you are a manager or an employee or which you have an ownership interest in, you are (or, if you are supplying legal services to clients of your employer or authorised body of which you are an owner, manager or an employee, your employer or such body is) currently insured in accordance with the requirements of Rule C76r and you comply with the requirements of Section 2.D4.
B2. Provision of reserved legal activities and of legal services

rS16 You may only carry on reserved legal activities or supply other legal services in the following capacities:

.1 as a self-employed barrister, subject to the limitations imposed by Section 3.B3;

.2 as a BSB authorised body, subject to the limitations imposed by Section 3.B4;

.3 as a manager of a BSB authorised body or as an employed barrister (BSB authorised body), subject to the limitations imposed by Section 3.B5;

.4 as a manager of an authorised (non-BSB) body or as an employed barrister (authorised non-BSB body), subject to the limitations imposed by Section 3.B6;

.5 as an employed barrister (non authorised body), subject to the limitations imposed by Section 3.B7; or

.6 as a registered European lawyer in any of the above capacities, in which case the equivalent limitations that would have applied if you were practising as a barrister shall apply to your practice as a registered European lawyer.

rS17 Where you carry on reserved legal activities in one of the capacities set out at Rule S16, so as to be subject to regulation by the Bar Standards Board in respect of those reserved legal activities, any other legal services you may supply in that same capacity will also be subject to regulation by the Bar Standards Board, even if unreserved.

rS18 You may only practise or be involved with the supply of legal services (whether reserved legal activities or otherwise) in more than one of the capacities listed in Rule S16 after:

.1 having obtained an amended practising certificate from the Bar Standards Board which recognises the capacities in respect of which you are intending to practise; and

.2 having agreed with each employer or authorised body with which you are involved a protocol that enables you to avoid or resolve any conflict of interests or duties arising from your practice and/or involvement in those capacities,

and provided always that you do not work in more than one capacity in relation to the same case or issue for the same client, at the same time.

rS19 If you are a pupil who has completed or been exempted from the non-practising six months of pupillage, you may only supply legal services to the public or exercise any right which you have by reason of being a barrister, if you have the permission of your pupil-supervisor, or head of chambers or HOLP (as appropriate).

rS20 Subject to Rule S21, if you are a barrister of less than three years’ standing, you may:

.1 only supply legal services to the public or exercise any right of audience by virtue of authorisation by the Bar Standards Board; or

.2 only conduct litigation by virtue of authorisation by the Bar Standards Board,

if your principal place of practice (or if you are practising in a dual capacity, each of your principal places of practice) is either:

.a a chambers or an annex of chambers which is also the principal place of practice of a relevant qualified person who is readily available to provide guidance to you; or
.b an office of an organisation of which an employee, partner, manager or director is a relevant qualified person who is readily available to provide guidance to you.

rs21 If you are an employed barrister (non-authorised body) and you are only providing legal services, exercising a right of audience or conducting litigation for those persons listed at Rule S39.1 to rs39.6, then the place of practice from which you perform such duties is only required to be an office of an organisation of which an employee, partner, manager or director is a relevant qualified person who is readily available to provide guidance to you if you are of less than one year’s standing.

rs22 In Rule S20 and Rule S21 above, the references to “qualified person” mean the following:

Supply of legal services to the public – qualified person
.1 Where you are a barrister intending to supply legal services to the public, a person shall be a qualified person for the purpose of Rule S20 if he:

.a has been entitled to practise and has practised as a barrister (other than as a pupil who has not completed pupillage in accordance with the Bar Training Regulations) or as a person authorised by another Approved Regulator for a period (which need not have been as a person authorised by the same Approved Regulator) for at least six years in the previous eight years; and

.b for the previous two years has made such practice his primary occupation; and

.c is not acting as a qualified person in relation to more than two other people; and

.d has not been designated by the Bar Standards Board as unsuitable to be a qualified person.

The exercise of a right of audience – qualified person
.2 Where:

.a you are a barrister exercising a right of audience in England and Wales, a person is a qualified person for the purpose of Rule S20 if he:

.i has been entitled to practise and has practised as a barrister (other than as a pupil who has not completed pupillage in accordance with the Bar Training Regulations) or as a person authorised by another Approved Regulator for a period (which need not have been as a person authorised by the same Approved Regulator) for at least six years in the previous eight years; and

.ii for the previous two years:

(1) has made such practice his primary occupation; and

(2) has been entitled to exercise a right of audience before every court in relation to all proceedings; and

.iii is not acting as a qualified person in relation to more than two other people; and

.iv has not been designated by the Bar Standards Board as unsuitable to be a qualified person; or

.b you are a barrister exercising a right of audience in a Member State other than the United Kingdom pursuant to the Establishment Directive, or in Scotland or Northern Ireland pursuant to the European Communities (Lawyer’s Practice) Regulations 2000, a person shall be a qualified person for the purposes of Rule S20 if he:
.i has been designated by the Bar Standards Board as possessing qualifications and experience in that state or country which are equivalent to the qualifications and experience required by Rule S22.3.a.i and S22.3.a.ii above; and

.ii is not acting as a qualified person in relation to more than two other people; and

.iii has not been designated by the Bar Standards Board as unsuitable to be a qualified person.

The exercise of a right to conduct litigation – qualified person

.3 Where:

.a you are a barrister exercising a right to conduct litigation in England and Wales, a person is a qualified person for the purpose of Rule S20 if he:

.i has been entitled to practise and has practised as a barrister (other than as a pupil who has not completed pupillage in accordance with the Bar Training Regulations) or as a person authorised by another Approved Regulator for a period (which need not have been as a person authorised by the same Approved Regulator) for at least six years in the previous eight years; and

.ii for the previous two years has made such practice his primary occupation; and

.iii is entitled to conduct litigation before every court in relation to all proceedings; and

.iv is not acting as a qualified person in relation to more than two other people; and

.v has not been designated by the Bar Standards Board as unsuitable to be a qualified person; or

.b you are a barrister exercising a right to conduct litigation in a Member State other than the United Kingdom pursuant to the Establishment Directive, or in Scotland or Northern Ireland pursuant to the European Communities (Lawyer’s Practice) Regulations 2000, a person is a qualified person for the purposes of Rule S20 and S21 if he:

.i has been designated by the Bar Standards Board as having qualifications and experience in that state or country which are equivalent to the qualifications and experience required by Rule S22.3.a.i and S22.3.a.ii above; and

.ii is not acting as a qualified person in relation to more than two other people; and

.iii has not been designated by the Bar Standards Board as unsuitable to be a qualified person.

Guidance

Guidance to Rules S20 and S22

gS2 If you are a practising barrister of less than three years’ standing and you are authorised to conduct litigation, you will need to work with a qualified person who is authorised to do litigation as well as with someone who meets the criteria for being a qualified person for the purpose of providing services to the public and exercising rights of audience. This may be, but is not necessarily, the same person.
B3. **Scope of practice as a self-employed barrister**

**rS23** Rules S24 and S25 below apply to you where you are acting in your capacity as a self-employed barrister, whether or not you are acting for a fee.

**rS24** You may only supply legal services if you are appointed or instructed by the court or instructed:

.1 by a professional client (who may be an employee of the client); or

.2 by a licensed access client, in which case you must comply with the licensed access rules; or

.3 by or on behalf of any other client, provided that:

. a the matter is public access instructions and:

. i you are entitled to provide public access work and the instructions are relevant to such entitlement; and

. ii you have notified the Bar Standards Board that you are willing to accept instructions from lay clients; and

. iii you comply with the public access rules; or

. b the matter relates to the conduct of litigation and

. i you have a litigation extension to your practising certificate; and

. ii you have notified the Bar Standards Board that you are willing to accept instructions from lay clients.

**G**

**Guidance**

**Guidance to Rule S24**

**gS3** References to professional client in Rule S24.1 include foreign lawyers and references to client in Rule S24.3 include foreign clients.

**gS4** If you are instructed by a foreign lawyer to provide advocacy services in relation to court proceedings in England and Wales, you should advise the foreign lawyer of any limitation on the services you can provide. In particular, if conduct of litigation will be required, and you are not authorised to conduct litigation or have not been instructed to do so, you should advise the foreign lawyer to take appropriate steps to instruct a person authorised to conduct litigation and, if requested, assist the foreign lawyer to do so. If it appears to you that the foreign lawyer is not taking reasonable steps to instruct someone authorised to conduct litigation, then you should consider whether to return your instructions under rules C25 and C26.

**rS25** Subject to Rule S26, you must not in the course of your practice undertake the management, administration or general conduct of a client’s affairs.

**rS26** Nothing in Rule S25 prevents you from undertaking the management, administration or general conduct of a client’s affairs where such work is foreign work performed by you at or from an office outside England and Wales which you have established or joined primarily for the purposes of carrying out that particular foreign work or foreign work in general.
B4. **Scope of practice as a BSB authorised body**

**rS27** Rules rS28 and rS29 apply to you where you are acting in your capacity as a **BSB authorised body**.

**rS28** You may only supply *legal services* if you are appointed or instructed by the **court** or instructed:

1. by a professional *client* (who may be an *employee* of the *client*);

2. by a *licensed access client*, in which case you must comply with the *licensed access rules*; or

3. by or on behalf of any other *client*, provided that:
   
   a. at least one manager or employee is suitably qualified and experienced to undertake public access work; and
   
   b. you have notified the **Bar Standards Board** that you are willing to accept *instructions* from lay clients.

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**Guidance**

**Guidance to Rule rS28**

**gS5** References to professional client in Rule rS28.1 include foreign lawyers and references to client in Rule rS28.3 include foreign clients.

**gS6** If you are instructed to provide advocacy services in relation to court proceedings in England and Wales by a foreign lawyer or other professional client who does not have a right to conduct litigation pursuant to Rule rS28.1 and you are not authorised to conduct litigation yourself or you are otherwise not instructed to conduct the litigation in the particular matter, then you must:

1. advise the foreign lawyer to take appropriate steps to instruct a solicitor or other authorised litigator to conduct the litigation and, if requested, take reasonable steps to assist the foreign lawyer to do so;

2. cease to act and return your instructions if it appears to you that the foreign lawyer is not taking reasonable steps to instruct a solicitor or other authorised litigator to conduct the litigation; and

3. not appear in court unless a solicitor or other authorised litigator has been instructed to conduct the litigation.

**gS7** The public access and licensed access rules do not apply to **BSB authorised bodies** as their circumstances will vary considerably. Nevertheless those rules provide guidance on best practice. In the case of a barrister, “suitably qualified and experienced to undertake public access work” will mean successful completion of the public access training required by the BSB or an exemption for the requirement to do the training. If you are a **BSB authorised body**, you will also need to have regard to relevant provisions in the Code of Conduct (Part 2 of this Handbook), especially C17, C21.vii, C21.viii and C22. You will therefore need to consider whether:
.1 You have the necessary skills and experience to do the work, including, where relevant, the ability to work with a vulnerable client;

.2 The employees who will be dealing with the client are either authorised to conduct litigation or entitled to do public access work or have had other relevant training and experience;

.3 it would be in the best interests of the client or of the interests of justice for the client to instruct a solicitor or other professional client if you are not able to provide such services;

.4 If the matter involves the conduct of litigation and you are not able or instructed to conduct litigation, whether the client will be able to undertake the tasks that you cannot perform for him;

.5 The client is clear about the services which you will and will not provide and any limitations on what you can do, and what will be expected of him;

.6 If you are not able to act in legal aid cases, the client is in a position to take an informed decision as to whether to seek legal aid or proceed with public access.

gs8 You will also need to ensure that you keep proper records.

rs29 Subject to Rule rs30, you must not in the course of your practice undertake the management, administration or general conduct of a client's affairs

rs30 Nothing in Rule rs29 prevents you from undertaking the management, administration or general conduct of a client's affairs where such work is foreign work performed by you at or from an office outside England and Wales which you have established or joined primarily for the purposes of carrying out that particular foreign work or foreign work in general.
B5. Scope of practice as a manager of a BSB authorised body or as an employed barrister (BSB authorised body)

rS31 Rules rS32 and rS33 below apply to you where you are acting in your capacity as a manager of a BSB authorised body or as an employed barrister (BSB authorised body).

rS32 You may only supply legal services to the following persons:

1. the BSB authorised body; or
2. any employee, director, or company secretary of the BSB authorised body, in a matter arising out of or relating to that person’s employment;
3. any client of the BSB authorised body;
4. if you supply legal services at a Legal Advice Centre, clients of the Legal Advice Centre; or
5. if you supply legal services free of charge, members of the public.

rS33 Subject to Rule rS34, you must not in the course of your practice undertake the management, administration or general conduct of a client’s affairs.

rS34 Nothing in Rule rS33 prevents you from undertaking the management, administration or general conduct of a client’s affairs where such work is foreign work performed by you at or from an office outside England and Wales which you have established or joined primarily for the purposes of carrying out that particular foreign work or foreign work in general.
B6. **Scope of practice as a manager of an authorised (non-BSB) body or as an employed barrister (authorised non-BSB body)**

**rS35** Rules S36 and S37 apply to you where you are acting in your capacity as a *manager of an authorised (non-BSB) body* or as an *employed barrister (authorised non-BSB body)*

**rS36** You may only supply *legal services* to the following *persons*:

1. the *authorised (non-BSB) body*;
2. any *employee, director or company secretary of the authorised (non-BSB) body* in a matter arising out of or relating to that *person’s employment*;
3. any *client of the authorised (non-BSB) body*;
4. if you provide *legal services* at a *Legal Advice Centre, clients of the Legal Advice Centre*; or
5. if you supply *legal services* *free of charge, members of the public.*

**rS37** You must comply with the rules of the *Approved Regulator or licensing authority of the authorised (non-BSB) body.*
B7. Scope of practice as an employed barrister (non authorised body)

**Rule S39** applies to you where you are acting in your capacity as an employed barrister (non authorised body).

Subject to s. 15(4) of the Legal Services Act 2007, you may only supply *legal services* to the following persons:

1. your employer;
2. any employee, director or company secretary of your employer in a matter arising out of or relating to that person's employment;
3. if your employer is a public authority (including the Crown or a Government department or agency or a local authority), another public authority on behalf of which your employer has made arrangements under statute or otherwise to supply any legal services or to perform any of that other public authority's functions as agent or otherwise;
4. if you are employed by or in a Government department or agency, any Minister or Officer of the Crown;
5. if you are employed by a trade association, any individual member of the association;
6. if you are, or are performing the functions of, a Justices' clerk, the Justices whom you serve;
7. if you are employed by the Legal Aid Agency, members of the public;
8. if you are employed by or at a Legal Advice Centre, clients of the Legal Advice Centre;
9. if you supply legal services free of charge, members of the public; or
10. if your employer is a foreign lawyer and the legal services consist of foreign work, any client of your employer.
B8. Scope of practice of a barrister called to undertake a particular case

If you are called to the Bar under rQ98 of the Bar Training Regulations (temporary membership of the Bar), you may not practise as a barrister other than to conduct the case or cases specified in the certificate referred to in rQ99.
B9. Legal Advice Centres

rS41 You may supply legal services at a Legal Advice Centre on a voluntary or part time basis and, if you do so, you will be treated for the purposes of this Handbook as if you were employed by the Legal Advice Centre.

rS42 If you supply legal services at a Legal Advice Centre to clients of a Legal Advice Centre in accordance with Rule S41:

.1 you must not in any circumstances receive either directly or indirectly any fee or reward for the supply of any legal services to any client of the Legal Advice Centre other than a salary paid by the Legal Advice Centre;

.2 you must ensure that any fees in respect of legal services supplied by you to any client of the Legal Advice Centre accrue and are paid to the Legal Advice Centre, or to the Access to Justice Foundation or other such charity as prescribed by order made by the Lord Chancellor under s.194(8) of the Legal Services Act 2007; and

.3 you must not have any financial interest in the Legal Advice Centre.

G Guidance

Guidance to Rules S41 and S42

gS9 You may provide legal services at a Legal Advice Centre on an unpaid basis irrespective of the capacity in which you normally work.

gS10 If you are a self-employed barrister, you do not need to inform the Bar Standards Board that you are also working for a Legal Advice Centre.

gS11 Transitional arrangements under the LSA allow Legal Advice Centres to provide reserved legal activities without being authorised. When this transitional period comes to an end, the Rules relating to providing services at Legal Advice Centres will be reviewed.
B10. Barristers authorised by other approved regulators

If you are authorised by another Approved Regulator to carry on a reserved legal activity and currently permitted to practise by that Approved Regulator, you must not practise as a barrister and you are not eligible for a practising certificate.
C. PRACTISING CERTIFICATE RULES

C1. Eligibility for practising certificates and litigation extensions

**rS44** In this Section 3.C, references to “you” and “your” are references to barristers and registered European lawyers who are intending to apply for authorisation to practise as a barrister or a registered European lawyer (as the case may be) or who are otherwise intending to apply for a litigation extension to their existing practising certificate.

**rS45** You are eligible for a practising certificate if:

.1 you are a barrister or registered European lawyer and you are not currently suspended from practice and have not been disbarred; and

.2 you meet the requirements of Rules S46.1, S46.2, S46.3 or S46.4; and

.3 [either:

. a within the last 5 years either (i) you have held a practising certificate; or (ii) you have satisfactorily completed (or have been exempted from the requirement to complete) either the non-practising period of 6 months of pupilage or 12 months of pupilage; or

. b if not, you have complied with such training requirements as may be imposed by the Bar Standards Board.]

**rS46** You are eligible for:

.1 a full practising certificate if either:

. a you have satisfactorily completed 12 months pupillage; or

. b you have been exempted from the requirement to complete 12 months of pupillage; or

. c on 30 July 2000, you were entitled to exercise full rights of audience by reason of being a barrister; or

. d you were called to the Bar before 1 January 2002 and:

. i you notified the Bar Council that you wished to exercise a right of audience before every court and in relation to all proceedings; and

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1. Rule rS45.3 does not come into effect until 1 April 2015
ii you have complied with such training requirements as the Bar Council or the Bar Standards Board may require or you have been informed by the Bar Council or the Bar Standards Board that you do not need to comply with any such further requirements;

in each case, before 31 March 2012;

2 a provisional practising certificate if you have satisfactorily completed (or have been exempted from the requirement to complete) the non-practising period of 6 months of pupillage and at the time when you apply for a practising certificate you are registered as a Pupil;

3 a limited practising certificate if you were called to the Bar before 1 January 2002 but you are not otherwise eligible for a full practising certificate in accordance with Rule S46.1 above; or

4 a registered European lawyer’s practising certificate if you are a registered European lawyer.

You are eligible for a litigation extension:

1 where you have or are due to be granted a practising certificate (other than a provisional practising certificate); and

2 where you are:

  a more than three years’ standing; or
  
  b less than three years’ standing, but your principal place of practice (or if you are practising in a dual capacity, each of your principal places of practice) is either:

  i a chambers or an annex of chambers which is also the principal place of practice of a qualified person (as that term is defined in Rule S22.3) who is readily available to provide guidance to you; or
  
  ii an office of an organisation of which an employee, partner, manager or director is a qualified person (as that term is defined in Rule S22.3) who is readily available to provide guidance to you;

3 you have the relevant administrative systems in place to be able to provide legal services direct to clients and to administer the conduct of litigation; and

4 you have the procedural knowledge to enable you to conduct litigation competently.

Guidance to Rules S47.3

You should refer to the more detailed guidance published by the Bar Standards Board from time to time which can be found at https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/authorisation-to-conduct-litigation/. This provides more information about the evidence you may be asked for to show that you have procedural knowledge to enable you to conduct litigation competently.
C2. **Applications for practising certificates and litigation extensions by barristers and registered European lawyers**

**rS48** You may apply for a *practising certificate* by:

.1 completing the relevant application form supplied by the *Bar Council* (acting by the *Bar Standards Board*) and submitting it to the *Bar Council* (acting by the *Bar Standards Board*); and

.2 submitting such information in support of the application as may be prescribed by the *Bar Council* (acting by the *Bar Standards Board*); and

.3 paying (or undertaking to pay in a manner determined by the *Bar Council*) the appropriate *practising certificate fee* in the amount determined in accordance with Rule S50 (subject to any reduction pursuant to Rule S53).

**rS49** You may apply for a litigation extension to a *practising certificate* (other than a *provisional practising certificate*) by:

.1 completing the relevant application form supplied by the *Bar Council* (acting by the *Bar Standards Board*) and submitting it to the *Bar Council* (acting by the *Bar Standards Board*); and

.2 confirming that you meet the relevant requirements of Rule S47.1;

.3 paying (or undertaking to pay in a manner determined by the *Bar Council*) the *application fee* (if any) and the *litigation extension fee* (if any);

.4 confirming, in such form as the *Bar Standards Board* may require from time to time, that you have the relevant administrative systems in place to be able to provide *legal services* direct to *clients* and to administer the *conduct of litigation* in accordance with Rule S47.3; and

.5 confirming, in such form as the *Bar Standards Board* may require from time to time, that you have the procedural knowledge to enable you to *conduct litigation* competently in accordance with Rule S47.4.

**rS50** An application will only have been made under either Rule rS48 or rS49 once the *Bar Council* (acting by the *Bar Standards Board*) has received, in respect of the relevant application, the application form in full, together with the *application fee*, the *practising certificate fee*, the *litigation extension fee* (if any, or an undertaking to pay such fees in a manner determined by the *Bar Council*), all the information required in support of the application and confirmation from you, in the form of a declaration, that the information contained in, or submitted in support of, the application is full and accurate.

**rS51** On receipt of the application, the *Bar Council* (acting by the *Bar Standards Board*) may require, from you or a third party (including, for the avoidance of doubt, any *BSB authorised body*), such additional information, documents or references as it considers appropriate to the consideration of your application.

**rS52** You are personally responsible for the contents of your application and any information submitted to the *Bar Council* (acting by the *Bar Standards Board*) by you or on your behalf and you must not submit (or cause or permit to be submitted on your behalf) information to the *Bar Council* (acting by the *Bar Standards Board*) which you do not believe is full and accurate.

**rS53** When applying for a *practising certificate* you may apply to the *Bar Council* for a reduction in the *practising certificate fee* payable by you if your gross fee income or salary is less than such amount as the *Bar Council* may decide from time to time. Such an application must be submitted by completing the form supplied for that purpose by the *Bar Council* which can be found through Barrister Connect.
C3. Practising certificate fees and litigation extension fees

The practising certificate fee shall be the amount or amounts prescribed in the Schedule of Practising Certificate Fees issued by the Bar Council from time to time, and any reference in these Rules to the “appropriate practising certificate fee” or the “practising certificate fee payable by you” refers to the practising certificate fee payable by you pursuant to that Schedule, having regard, amongst other things, to:

1. the different annual practising certificate fees which may be prescribed by the Bar Council for different categories of barristers, e.g. for Queen’s Counsel and junior counsel, for barristers of different levels of seniority, and/or for barristers practising in different capacities and/or according to different levels of income (i.e. self-employed barristers, employed barristers, managers or employees of authorised bodies or barristers practising with dual capacity);

2. any reductions in the annual practising certificate fees which may be permitted by the Bar Council in the case of practising certificates which are valid for only part of a practising certificate year;

3. any discounts from the annual practising certificate fee which may be permitted by the Bar Council in the event of payment by specified methods;

4. any reduction in, or rebate from, the annual practising certificate fee which may be permitted by the Bar Council on the grounds of low income, change of category or otherwise; and

5. any surcharge or surcharges to the annual practising certificate fee which may be prescribed by the Bar Council in the event of an application for renewal of a practising certificate being made after the end of the practising certificate year.

The litigation extension fee shall be the amount or amounts prescribed by the Bar Council from time to time, and in these Rules the “appropriate litigation extension fee” or the “litigation extension fee payable by you” is the litigation extension fee payable by you having regard to, among other things:

1. any reductions in the annual litigation extension fees which may be permitted by the Bar Council in the case of litigation extensions which are valid for only part of a practising certificate year;

2. any discounts from the annual litigation extension fee which may be permitted by the Bar Council in the event of payment by specified methods;

3. any reduction in, or rebate from, the annual litigation extension fee which may be permitted by the Bar Council on the grounds of low income, change of category, or otherwise; and

4. any surcharge or surcharges to the annual litigation extension fee which may be prescribed by the Bar Council in the event of an application for a litigation extension being made at a time different from the time of your application for a practising certificate.

If you have given an undertaking to pay the practising certificate fee or the litigation extension fee, you must comply with that undertaking in accordance with its terms.
C4. Issue of practising certificates and litigation extensions

rS57 The Bar Council (acting by the Bar Standards Board) shall not issue a practising certificate to a barrister or registered European lawyer:

.1 who is not eligible for a practising certificate, or for a practising certificate of the relevant type; or
.2 who has not applied for a practising certificate; or
.3 who has not paid or not otherwise undertaken to pay in a manner determined by the Bar Council, the appropriate practising certificate fee; or
.4 who is not insured against claims for professional negligence as provided for in Rule C76.

rS58 The Bar Council (acting by the Bar Standards Board) shall not grant a litigation extension to a barrister or registered European lawyer:

.1 in circumstances where the Bar Council (acting by the Bar Standards Board) is not satisfied that the requirements of litigation extension are met; or
.2 who has not applied for a litigation extension; or
.3 who has not paid or not otherwise undertaken to pay in a manner determined by the Bar Council, the appropriate application fee (if any) and the litigation extension fee (if any).

rS59 The Bar Council (acting by the Bar Standards Board) may refuse to issue a practising certificate or to grant a litigation extension, or may revoke a practising certificate or a litigation extension in accordance with Section 3.C5, if it is satisfied that the information submitted in support of the application for the practising certificate or litigation extension (as the case may be) is (or was when submitted) incomplete, inaccurate or incapable of verification, or that the relevant barrister or registered European lawyer:

.1 does not hold adequate insurance in accordance with Rule C76;
.2 has failed and continues to fail to pay the appropriate practising certificate fee or litigation extension fee when due;
.3 would be, or is, practising in breach of the provisions of Section 3.B; or
.4 has not complied with any of the requirements of the Continuing Professional Development Regulations applicable to him.

rS60 When the Bar Council (acting by the Bar Standards Board) issues a practising certificate or a litigation extension, it shall:

.1 inform the relevant barrister or registered European lawyer of that fact; and
.2 in the case of a practising certificate, publish that fact, together with the name and practising address of the barrister and registered European lawyer and the other details specified in Rule S61 in the register on the Bar Standards Board’s website; or
.3 in the case of a litigation extension:
   .a issue a revised and updated practising certificate to incorporate an express reference to such litigation extension in accordance with Rule S66; and
   .b amend the register maintained on the Bar Standards Board’s website to show that the relevant barrister or registered European lawyer (as the case may be) is now authorised to conduct litigation.
A practising certificate must state:

.1 the name of the barrister or registered European lawyer (as the case may be);
.2 the period for which the practising certificate is valid;
.3 the reserved legal activities which the barrister or registered European lawyer (as the case may be) to whom it is issued is thereby authorised to carry on;
.4 the capacity (or capacities) in which the barrister or registered European lawyer (as the case may be) practises; and
.5 whether the barrister or registered European lawyer (as the case may be) is registered with the Bar Council as a Public Access practitioner.

A practising certificate may be valid for a practising certificate year or part thereof and for one month after the end of the practising certificate year.

A full practising certificate shall authorise a barrister to exercise a right of audience before every court in relation to all proceedings.

A provisional practising certificate shall authorise a pupil in his second six to exercise a right of audience before every court in relation to all proceedings.

A limited practising certificate shall not authorise a barrister to exercise a right of audience, save that it shall authorise a barrister to exercise any right of audience which he had by reason of being a barrister and was entitled to exercise on 30 July 2000.

A practising certificate shall authorise a barrister to conduct litigation in relation to every court and all proceedings if the practising certificate specifies a litigation extension.

Every practising certificate issued to a barrister shall authorise the barrister:

.1 to undertake:
    .a reserved instrument activities;
    .b probate activities;
    .c the administration of oaths; and
    .d immigration work.

A registered European lawyer’s practising certificate shall authorise a registered European lawyer to carry on the same reserved legal activities as a full practising certificate issued to a barrister, save that:

.1 a registered European lawyer is only authorised to exercise a right of audience or conduct litigation in proceedings which can lawfully only be provided by a solicitor, barrister or other qualified person, if he acts in conjunction with a solicitor or barrister authorised to practise before the court, tribunal or public authority concerned and who could lawfully exercise that right; and

.2 a registered European lawyer is not authorised to prepare for remuneration any instrument creating or transferring an interest in land unless he has a home professional title obtained in Denmark, the Republic of Ireland, Finland, Sweden, Iceland, Liechtenstein, Norway, the Czech Republic, Cyprus, Hungary or Slovakia.
C5. Amendment and revocation of practising certificates and litigation extensions

rS69 You must inform the Bar Council (acting by the Bar Standards Board) as soon as reasonably practicable, and in any event within 28 days, if any of the information submitted in support of your practising certificate application form or litigation extension application form:

.1 was incomplete or inaccurate when the application form was submitted; or
.2 changes before the expiry of your practising certificate.

rS70 If you wish to:

.1 change the capacity in which you practise (e.g. if you change from being an employed barrister or a manager or employee of a BSB authorised body or an authorised (non-BSB) body to a self-employed barrister, or vice versa, or if you commence or cease practice in a dual capacity); or
.2 cease to be authorised to conduct litigation,

before the expiry of your practising certificate, you must:

.a notify the Bar Council (acting by the Bar Standards Board) of such requested amendment to your practising certificate; and
.b submit to the Bar Council (acting by the Bar Standards Board) such further information as the Bar Council (acting by the Bar Standards Board) may reasonably require in order for them to be able to determine whether or not to grant such proposed amendment to your practising certificate; and
.c within 14 days of demand by the Bar Council pay to the Bar Council the amount (if any) by which the annual practising certificate fee which would apply to you in respect of your amended practising certificate exceeds the annual practising certificate fee which you have already paid (or undertaken to pay) to the Bar Council. In the event that the revised annual practising certificate fee is less than the amount originally paid to the Bar Council (acting by the Bar Standards Board) or in circumstances where you wish to cease to be authorised to conduct litigation, the Bar Council (acting by the Bar Standards Board) is not under any obligation to refund any part of the annual practising certificate fee or litigation extension fee already paid although it may in its absolute discretion elect to do so in the circumstances contemplated by the Schedule of Practising Certificate Fees issued by the Bar Council from time to time.

rS71 The Bar Council (acting by the Bar Standards Board) may amend a practising certificate if it is satisfied that any of the information contained in the relevant application form was inaccurate or incomplete or has changed, but may not amend a practising certificate (except in response to a request from the barrister or a registered European lawyer) without first:

.1 giving written notice to the barrister or registered European lawyer of the grounds on which the practising certificate may be amended; and
.2 giving the barrister or registered European lawyer a reasonable opportunity to make representations.

rS72 The Bar Council (acting by the Bar Standards Board) shall endorse a practising certificate to reflect any qualification restriction or condition imposed on the barrister or registered European lawyer by the Bar Council (acting by the Bar Standards Board) or by a Disciplinary Tribunal, Interim Suspension or Disqualification Panel, Fitness to Practise Panel, the Visitors to the Inns of Court or the High Court.
rS73 The Bar Council (acting by the Bar Standards Board):

.1 shall revoke a practising certificate:

.a if the barrister becomes authorised to practise by another approved regulator;

.b if the barrister or registered European lawyer is disbarred or suspended from practice as a barrister or registered European lawyer whether on an interim basis under section D of Part 5 or otherwise under section B of Part 5;

.c if the barrister or registered European lawyer has notified the Bar Council or the Bar Standards Board that he no longer wishes to have a practising certificate; and

.2 may revoke a practising certificate:

.a in the circumstances set out in Rule S59; or

.b if the barrister or registered European lawyer has given an undertaking to pay the appropriate practising certificate fee and fails to comply with that undertaking in accordance with its terms,

but in either case only after:

(i) giving written notice to the relevant barrister or registered European lawyer of the grounds on which the practising certificate may be revoked; and

(ii) giving the relevant barrister or registered European lawyer a reasonable opportunity to make representations.

rS74 The Bar Council (acting by the Bar Standards Board):

.1 shall revoke a litigation extension if the barrister or registered European lawyer has notified the Bar Council or the Bar Standards Board that he no longer wishes to have the litigation extension; and

.2 may revoke a litigation extension:

.a in the circumstances set out in Rule S59; or

.b if the barrister or registered European lawyer has given an undertaking to pay the appropriate litigation extension fee and fails to comply with that undertaking in accordance with its terms,

but in either case only after:

(i) giving written notice to the relevant barrister or registered European lawyer of the grounds on which the litigation extension may be revoked; and

(ii) giving the relevant barrister or registered European lawyer a reasonable opportunity to make representations.
C6. Applications for review

If you contend that the Bar Council (acting by the Bar Standards Board) has:

1. wrongly failed or refused to issue or amend a practising certificate; or
2. wrongly amended or revoked a practising certificate; or
3. wrongly failed or refused to issue a litigation extension; or
4. wrongly revoked a litigation extension,

in each case in accordance with this Section 3.C, then you may lodge an application for review with the Qualifications Committee using the form supplied for that purpose by the Bar Standards Board which can be found here: https://www.barstandardsboard.org.uk/qualifying-as-a-barrister/forms-and-guidelines/bar-training-waivers-and-exemption-forms/. For the avoidance of doubt, this Section 3.C6 does not apply to any amendment or revocation of a practising certificate or litigation extension made by order of a Disciplinary Tribunal, Interim Suspension or Disqualification Panel, Fitness to Practise Panel, the Visitors to the Inns of Court or the High Court.

The decision of the Bar Council (acting by the Bar Standards Board) shall take effect notwithstanding any application for review being submitted in accordance with Rule 575. However, the Bar Council (acting by the Bar Standards Board) may, in its absolute discretion, issue a temporary practising certificate or litigation extension to a barrister or registered European lawyer who has lodged an application for review.

If the Qualifications Committee finds that the Bar Council (acting by the Bar Standards Board):

1. has wrongly failed or refused to issue a practising certificate, then the Bar Council (acting by the Bar Standards Board) must issue such practising certificate as ought to have been issued; or
2. has wrongly failed or refused to amend a practising certificate, then the Bar Council (acting by the Bar Standards Board) must make such amendment to the practising certificate as ought to have been made; or
3. has wrongly amended a practising certificate, then the Bar Council (acting by the Bar Standards Board) must cancel the amendment; or
4. has wrongly revoked a practising certificate, then the Bar Council (acting by the Bar Standards Board) must re-issue the practising certificate; or
5. has wrongly failed or refused to grant a litigation extension, then the Bar Council (acting by the Bar Standards Board) must grant such litigation extension as ought to have been granted; or
6. has wrongly revoked a litigation extension, then the Bar Council (acting by the Bar Standards Board) must re-grant the litigation extension.
D. THE REGISTRATION OF EUROPEAN LAWYERS RULES

rS78 If you are a European lawyer and wish to practise on a permanent basis in England and Wales under a home professional title, you may apply to the Bar Standards Board to be registered as a registered European lawyer.

rS79 An application for registration must be made in such form as may be prescribed by the Bar Standards Board and be accompanied by:

.1 a certificate, not more than three months old at the date of receipt of the application by the Bar Standards Board, that you are registered with the Competent Authority in a Member State as a lawyer qualified to practise in that Member State under a Member State professional title;

.2 a declaration that:

. a you have not on the grounds of misconduct or of the commission of a criminal offence been prohibited from practising in your Member State and are not currently suspended from so practising;

. b no bankruptcy order or directors disqualification order has been made against you and you have not entered into an individual voluntary arrangement with your creditors;

. c you are not aware of any other circumstances relevant to your fitness to practise under your home professional title in England and Wales; and

. d you are not registered with the Law Society of England and Wales, of Scotland or of Northern Ireland; and

.3 the prescribed fee.

rS80 Provided that it is satisfied that the application complies with the requirements of Rule S79, the Bar Standards Board will:

.1 register you as a registered European lawyer; and

.2 so inform you and the competent authority in your Member State which has issued the certificate referred to in Rule S79.1.

rS81 The Bar Standards Board will:

.1 remove a registered European lawyer from the register:

. a pursuant to a sentence of a Disciplinary Tribunal; or

. b if the registered European lawyer ceases to be a European lawyer;
.2 suspend a registered European lawyer from the register:

.a pursuant to a sentence of either a Disciplinary Tribunal or an Interim Suspension Panel; or

.b if the registered European lawyer’s authorisation in his home State to pursue professional activities under his home professional title is suspended; and

in each case, notify the European lawyer’s home professional body:

.c of his removal or suspension from the register; and

.d of any criminal conviction or bankruptcy order of which it becomes aware against a registered European lawyer.
E. ENTITY APPLICATION AND AUTHORISATION

E1. Eligibility for authorisation to practise as a BSB authorised body

rS82 In this Section 3.E, “you” and “your” refer to the partnership, LLP or company which is applying for, or has applied for (in accordance with this Section 3.E), authorisation or (if a licensable body) a licence to practise as a BSB authorised body, and references in these Rules to “authorisation to practise” mean the grant by the Bar Council as Approved Regulator or licensing authority of an authorisation or a licence (as the case may be) under this Section 3.E (distinguishing between the two only where the context so requires).

rS83 To be eligible for authorisation to practise as a BSB authorised body, you:

.1 must have arrangements in place designed to ensure at all times that any obligations imposed from time to time on the BSB authorised body, its managers, owners or employees by or under the Bar Standards Board’s regulatory arrangements, including its rules and disciplinary arrangements, are complied with and confirm that the BSB authorised body and all owners and managers expressly consent to be bound by the Bar Standards Board’s regulatory arrangements (including disciplinary arrangements);

.2 must have arrangements in place designed to ensure at all times that any other statutory obligations imposed on the BSB authorised body, its managers, owners or employees, in relation to the activities it carries on, are complied with;

.3 must confirm that, subject to the provisions of rS131, you will have in place, at all times, individuals appointed to act as a HOLP (who must also be a manager) and a HOFA of the BSB authorised body;

.4 must confirm that you have or will have appropriate insurance arrangements in place at all times in accordance with Rule C76 and you must be able to provide evidence of those insurance arrangements if required to do so by the Bar Standards Board;

.5 must confirm that, in connection with your proposed practice, you will not directly or indirectly hold client money in accordance with Rule C73 or have someone else hold client money on your behalf other than in those circumstances permitted by Rule C74;

.6 must confirm that no individual that has been appointed or will be appointed as a HOLP, HOFA, manager or employee of the BSB authorised body is disqualified from acting as such by the Bar Standards Board or any Approved Regulator pursuant to section 99 of the LSA or otherwise as a result of its regulatory arrangements;

.7 must confirm that you will at all times have a practising address in England or Wales;
.8 must confirm that:

.a if you are an LLP, you are incorporated and registered in England and Wales, Scotland or Northern Ireland under the Limited Liability Partnerships Act 2000;

.b if you are a Company, you are:

.i incorporated and registered in England and Wales, Scotland or Northern Ireland under Parts 1 and 2 of the Companies Act 2006; or

.ii incorporated in an Establishment Directive state and registered as an overseas company under Part 34 of the Companies Act 2006; or

.iii incorporated and registered in an Establishment Directive state as a societas Europaea

.9 must confirm that at least one manager or employee is an authorised individual in respect of each reserved legal activity which you wish to provide;

.10 must confirm that you will pay annual fees as and when they become due.

rS84 In addition to the requirements set out at Rule rS83:

.1 to be eligible for authorisation to practise as a BSB authorised body:

.a all of the managers of the partnership, LLP or company (as the case may be) must be BSB authorised individuals or authorised (non-BSB) individuals; and

.b all of the owners (whether or not the ownership interest is material) of the partnership, LLP or company (as the case may be) must be BSB authorised individuals or authorised (non-BSB) individuals;

.2 to be licensed to practise as a BSB licensed body:

.a the body must be a licensable body, as defined by section 72 of the LSA but must also meet the eligibility requirements set out at Rule S83; and

.b all of the non-authorised owners in the partnership, LLP or company (as the case may be) must be approved by the Bar Standards Board as being able to hold such interest taking into account the relevant suitability criteria.

rS85 In the event that you meet the eligibility criteria set out in Rule rS83, you may submit an application in accordance with Section 3.E2 and the Bar Standards Board will review that application in accordance with Section 3.E3 and 3.E4 to determine whether or not to authorise you or to grant you a licence (as appropriate) to practise as a BSB authorised body. In the event that the Bar Standards Board determines that you should be authorised or licensed (as appropriate) to practise as a BSB authorised body then it may either:

rS86 authorise you to practise as a BSB authorised body in the event that you also meet the eligibility criteria set out in Rule rS84.1 and you have applied to be authorised as such in your relevant application form; or

license you to practise as a BSB licensed body, in the event that you also meet the eligibility criteria set out in Rule S84.2 and you have applied to be authorised as such in your relevant application form.
Such authorisation or licence (as appropriate) will entitle you to:

1. to exercise a right of audience before every court in relation to all proceedings;
2. to carry on:
   a. reserved instrument activities;
   b. probate activities;
   c. the administration of oaths;
3. to do immigration work; and
4. if you have been granted a litigation extension, to conduct litigation.

Guidance on Rules rS82 to rS85

Single person entities are permitted under these arrangements. Therefore, a BSB authorised body may (subject to any structural requirements imposed by general law for the particular type of entity) comprise just one barrister who is both the owner and manager of that entity.

These are mandatory eligibility requirements. The Bar Standards Board has a discretion to take other factors into account in deciding whether an applicant body is one which it would be appropriate for it to regulate (see Section 3.E3 and 3.E4 below).
E2. Applications for authorisation

Application to be authorised or licensed as a BSB authorised body

To apply for authorisation to practise as a BSB authorised body, you must:

.1 complete the application form supplied by the Bar Standards Board and submit it to the Bar Standards Board; and

.2 submit such other information, documents and references in support of the application as may be required by the application form or by the Bar Standards Board from time to time; and

.3 pay the application fee in the amount determined in accordance with Rule rS94 and the authorisation fee for the first year.

Application for a litigation extension

To apply for a litigation extension you must:

.1 make this clear on your application form submitted in accordance with rS88 (where appropriate) or otherwise submit the relevant application form made available by the Bar Standards Board on its website for this purpose; and

.2 pay (or undertake to pay in a manner prescribed by the Bar Standards Board) the application fee (if any) and the relevant litigation extension fee (if any) in the amount determined in accordance with Rule rS94; and

.3 provide such other information to the Bar Standards Board as it may require in order to satisfy itself that:

..a you have the relevant administrative systems in place to be able to provide legal services direct to clients and to administer the conduct of litigation; and

..b you have a sufficient number of persons who are authorised to conduct litigation and to provide guidance to any managers or employees that may be involved in assisting in the conduct of litigation who are not themselves authorised and that you have an adequate number of qualified persons to provide guidance to any persons authorised to conduct litigation who are of less than three years’ standing.

Guidance

Guidance on Rules S88 and S89

In the event that your application is rejected, the authorisation fee and/or litigation fee (as appropriate) will be reimbursed to you but the application fee(s) shall be retained by the Bar Standards Board.

A qualified person referred to in Rule rS89.3 shall be defined in accordance with Rule S22.3.

Approval applications for any new HOLPs, HOFAs, owners and/or managers

If, following authorisation or the grant of a licence (as appropriate), a BSB authorised body wishes to appoint a new HOLP, HOFA, owner or manager, the BSB authorised body must:

.1 notify the Bar Standards Board of such a proposed appointment before it is made; and

.2 make an application to the Bar Standards Board for approval of the new HOLP, HOFA, owner or manager (as appropriate); and
.3 ensure that the new HOLP, HOFA, owner or manager (as appropriate) has expressly consented to be bound by the Bar Standards Board’s regulatory arrangements (including disciplinary arrangements); and

.4 pay any fees set by the Bar Standards Board in respect of such approval applications.

Application Process

rS91 An application for authorisation and/or a litigation extension is only made once the Bar Standards Board has received the application form in full, together with the appropriate fees, all the information required in support of the application and confirmation from you in the form of a declaration that the information contained in, or submitted in support of, the application is full and accurate.

rS92 On receipt of the application, the Bar Standards Board may require, from you or from a third party, such additional information, documents or references as it considers appropriate to the consideration of your application.

rS93 You are responsible for the contents of your application and any information submitted to the Bar Standards Board by you, or on your behalf, and you must not submit (or cause or permit to be submitted on your behalf) information to the Bar Standards Board which you do not believe is full and accurate.

rS94 The application fee and the litigation extension fee shall be the amount or amounts prescribed by the Bar Standards Board from time to time. The authorisation fee and litigation fee shall also be payable and shall be the amount or amounts prescribed by the Bar Standards Board from time to time.

Guidance

Guidance on Rules rS91 to rS93

gS17 Application forms and guidance notes for completion can be found on the Bar Standard Board’s website.

gS18 Once you have submitted an application, if you fail to disclose to the Bar Standards Board any information of which you later become aware and which you would have been required to supply if it had been known by you at the time of the original application the Bar Standards Board may refuse your application in accordance with rS101.6

gS19 Details of the relevant application fee, litigation extension fee, authorisation fee and litigation fee can be found on the Bar Standards Board’s website.
E3. Decision process

rs95 Subject to Rules rs96 and rs97, the Bar Standards Board must make a decision in respect of each valid and complete application within the decision period.

rs96 In the event that the Bar Standards Board is not able to reach a decision within the decision period, it must notify you and must confirm to you the latest date by which you will have received a response to your application from the Bar Standards Board.

rs97 The Bar Standards Board may issue more than one notice to extend the decision period except that:

.1 any notice to extend must always be issued before the decision period expires on the first occasion, and before any such extended decision period expires on any second and subsequent occasions; and

.2 no notice to extend can result in the total decision period exceeding more than 9 months.

rs98 During its consideration of your application form, the Bar Standards Board may identify further information or documentation which it needs in order to be able to reach its decision. If this is the case, you must provide such additional information or documentation as soon as possible after you receive the relevant request from the Bar Standards Board. Any delay in providing this information shall further entitle the Bar Standards Board to issue an extension notice in accordance with Rule rs96 and rs97 (as the case may be) or to treat the application as having been withdrawn.
E4. Issues to be considered by the Bar Standards Board

Applications for authorisation or the grant of a licence

In circumstances where the mandatory conditions in Rules rS83 and rS84 have been met, the Bar Standards Board must then consider whether to exercise its discretion to grant the authorisation or licence (as appropriate). In exercising this discretion, the Bar Standards Board will consider whether the entity is one which it would be appropriate for the Bar Standards Board to regulate, taking into account its analysis of the risks posed by you, the regulatory objectives of the LSA and the Entity Regulation Policy Statement of the Bar Standards Board as published from time to time.

In circumstances where the mandatory conditions set out at Rules S83 and S84 have not been met, the Bar Standards Board must refuse to grant the authorisation or licence (as appropriate).

Guidance

In exercising its discretion whether to grant the authorisation or licence the Bar Standards Board will have regard to its current Entity Regulation Policy Statement.

Where the Bar Standards Board concludes that you are an entity which it is appropriate for it to regulate the Bar Standards Board may nonetheless in its discretion refuse your application for authorisation if:

.1 it is not satisfied that your managers and owners meet the relevant suitability criteria which apply to managers and owners of BSB authorised bodies;

.2 it is not satisfied that your managers and owners are suitable as a group to operate or control a practice providing services regulated by the Bar Standards Board;

.3 if it is not satisfied that your proposed HOLP and HOFA meet the relevant suitability criteria;

.4 it is not satisfied that your management or governance arrangements are adequate to safeguard the regulatory objectives of the LSA or the policy objectives of the Bar Standards Board as set out in the Entity Regulation Policy Statement;

.5 it is not satisfied that, if the authorisation is granted, you will comply with the Bar Standards Board’s regulatory arrangements including this Handbook and any conditions imposed on the authorisation;

.6 you have provided inaccurate or misleading information in your application or in response to any requests by the Bar Standards Board for information;

.7 you have failed to notify the Bar Standards Board of any changes in the information provided in the application;

.8 you have applied for authorisation to become a BSB authorised body (other than a BSB Licensed Body) and the Bar Standards Board has concluded that it may require the intervention powers allocated to it in respect of licensed bodies under the LSA in respect of you; or

.9 for any other reason, the Bar Standards Board considers that it would be inappropriate for the Bar Standards Board to grant authorisation to you, having regard to its analysis of the risk posed by you, the regulatory objectives of the LSA or the Entity Regulation Policy Statement of the Bar Standards Board.
Guidance to Rule sS101

gS21 In circumstances where the Bar Standards Board rejects your application on the basis of Rule rS101, you will have the opportunity to make the necessary adjustments to your composition and to re-apply to become a BSB authorised body or a BSB licensed body (as appropriate).

Applications for authorisation to conduct litigation

rS102 If the Bar Standards Board is unable to satisfy itself that the BSB authorised body meets the requirements set out in Rule rS89, it can refuse to grant the litigation extension.

Approval applications for any new HOLPs, HOFAs, owners and/or managers

rS103 The Bar Standards Board must consider any approval applications for any new HOLPs, HOFAs, owners and/or managers made in accordance with Rule rS90 and must determine any application by deciding whether the relevant individual meets the suitability criteria which apply relevant to such a proposed appointment.
E5. Suitability criteria in respect of HOLPs, HOFAs, owners and managers

**rS104** The Bar Standards Board must conclude that an individual does not meet the suitability criteria to undertake the role of a HOLP if:

1. he is not an authorised individual;
2. he is disqualified from acting as a HOLP by the Bar Standards Board or an Approved Regulator pursuant to section 99 of the LSA or otherwise as a result of its regulatory arrangements; or
3. It determines that the individual is not able effectively to carry out the duties imposed on a HOLP by section 91 of the LSA.

**rS105** The Bar Standards Board may conclude that an individual does not meet the suitability criteria to undertake the role of a HOLP if any of the circumstances listed in Rule rS110 apply to the individual designated as the HOLP.

**rS106** The Bar Standards Board must conclude that an individual does not meet the suitability criteria for acting as a HOFA if:

1. he is disqualified from acting as a HOFA by the Bar Standards Board or by an Approved Regulator pursuant to section 99 of the LSA or otherwise as a result of its regulatory arrangements; or
2. the Bar Standards Board determines that he is not able effectively to carry out the duties imposed on a HOFA by section 92 of the LSA.

**rS107** The Bar Standards Board may conclude that an individual does not meet the suitability criteria for acting as a HOFA if any of the circumstances listed in Rule rS110 apply to him.

**rS108** If an owner is also a non-authorised individual, the Bar Standards Board must approve him as an owner. The Bar Standards Board shall approve a non-authorised individual to be an owner of BSB licensed body if:

1. he is also a manager and approved as such; and
2. his holding of an ownership interest does not compromise the regulatory objectives; and
3. his holding of an ownership interest does not compromise compliance with the duties imposed pursuant to section 176 of the LSA by the licensed body or by any authorised individuals who are to be employees or managers of that licensed body; and
4. he otherwise meets the suitability criteria to hold that ownership interest taking into account:

   (a) his probity and financial position;
   (b) whether he is disqualified pursuant to section 100(1) of LSA or included in the list maintained by the Legal Services Board pursuant to paragraph 51 of Schedule 13 of the LSA; and
   (c) his associates; and
   (d) the suitability criteria in Rule S110 which apply to managers and employees.

**rS109** If a manager is a non-authorised individual, the Bar Standards Board must approve him as a manager. The Bar Standards Board must approve a non-authorised individual to be a manager of a BSB licensed body if he meets the suitability criteria to hold that interest taking into account:
E5: Suitability criteria in respect of HOLPs, HOFAs, owners and managers

The Bar Standards Board may reject an application if it is not satisfied that:

1. an individual identified in an application for authorisation or the grant of a licence as a proposed owner, manager, HOLP or HOFA of the relevant applicant body; or

2. any individual identified as a replacement owner, manager, HOLP or HOFA, meets the suitability criteria to act as an owner, manager, HOLP or HOFA of a BSB authorised body. Reasons why the Bar Standards Board may conclude that an individual does not meet the suitability criteria include where an individual:

3. has been committed to prison in civil or criminal proceedings (where any conviction is unspent within the Rehabilitation of Offenders Act 1974 (as amended));

4. has been disqualified from being a director;

5. has been removed from the office of charity trustee or trustee for a charity by an order under section 72(1)(d) of the Charities Act 1993;

6. is an undischarged bankrupt;

7. has been adjudged bankrupt and discharged;

8. has entered into an individual voluntary arrangement or a partnership voluntary arrangement under the Insolvency Act 1986;

9. has been a manager of an authorised body or a BSB authorised body which has entered into a voluntary arrangement under the Insolvency Act 1986;

10. has been a director of a company or a member of an LLP (as defined by section 4 of the Limited Liability Partnerships Act 2000) which has been the subject of a winding up order, an administration order or administrative receivership; or has entered into a voluntary arrangement under the Insolvency Act 1986; or has been otherwise wound up or put into administration in circumstances of insolvency;

11. lacks capacity (within the meaning of the Mental Capacity Act 2005) and powers under sections 15 to 20 or section 48 of that Act are exercisable in relation to that individual;

12. is the subject of an outstanding judgment or judgments involving the payment of money;

13. is currently charged with an indictable offence, or has been convicted of an indictable offence, any offence of dishonesty, or any offence under the Financial Services and Markets Act 2000, the Immigration and Asylum Act 1999 or the Compensation Act 2006 (where such convictions are unspent within the Rehabilitation of Offenders Act 1974 (as amended));

14. has been disqualified from being appointed to act as a HOLP or a HOFA or from being a manager or employed by an authorised or licensed body (as appropriate) by the Bar Standards Board or another Approved Regulator pursuant to its or their powers under section 99 of the LSA or otherwise as a result of its regulatory arrangements;
.15 has been the subject in another jurisdiction of circumstances equivalent to those listed in Rules rS110.1 to rS110.14;

.16 has an investigation or disciplinary proceedings pending against them and/or has professional conduct findings against them either under the disciplinary scheme for barristers or otherwise; or

.17 has been involved in other conduct which calls into question his or her honesty, integrity, or respect for the law;

.18 has not consented to be bound by the regulatory arrangements (including disciplinary arrangements) of the Bar Standards Board.
E6. Notification of the authorisation decision

rs111 The Bar Standards Board will notify you of its decision in writing within the decision period or by such later date as may have been notified to the applicant body in accordance with Rules rs96 or rs97. In the event that the Bar Standards Board decides to refuse to grant the application, it must give the reasons for such refusal.

Guidance to rule S110

gs21.1 For the avoidance of doubt rs110 does not oblige you to disclose cautions or criminal convictions that are “spent” under the Rehabilitation of Offenders Act 1974 unless the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) applies.
E7. Terms of authorisation

rS112 Any authorisation given by the Bar Standards Board to a BSB authorised body, and the terms of any licence granted by the Bar Standards Board to a BSB licensed body in accordance with this Section 3.E must specify:

1. the activities which are reserved legal activities and which the BSB authorised body is authorised to carry on by virtue of the authorisation or the licence (as the case may be); and

2. any conditions subject to which the authorisation or the licence (as the case may be) is given (which may include those in Rule rS114).

rS113 Authorisations and licences must, in all cases, be given on the conditions that:

1. any obligation which may from time to time be imposed on you (or your managers, employees, or owners) by the Bar Standards Board is complied with; and

2. any other obligation imposed on you (or your managers, employees or owners) by or under the LSA or any other enactment is complied with.

3. you (and your managers, employees, and owners) consent to be bound by the regulatory arrangements (including the disciplinary arrangements) of the Bar Standards Board; and

4. if the conditions outlined at rS113.5 apply, the Bar Standards Board may without notice:

   a. modify an authorisation granted under rS116;

   b. revoke an authorisation under rS117;

   c. require specific co-operation with the Bar Standards Board as provided for in rC64 and rC70;

   d. take such action as may be necessary in the public or clients’ interests and in the interests of the regulatory objectives; and

   e. recover from the BSB authorised body any reasonable costs that were necessarily incurred in the exercise of its regulatory functions.

5. The conditions referred to in rS113.4 are that:

   a. one or more of the terms of the BSB authorised body’s authorisation have not been complied with;

   b. a person has been appointed receiver or manager of the property of the BSB authorised body;

   c. a relevant insolvency event has occurred in relation to the BSB authorised body;

   d. the Bar Standards Board has reason to suspect dishonesty on the part of any manager or employee of the BSB authorised body in connection with either that BSB authorised body’s business or the business of another body of which the person was a manager or employee, or the practice or former practice of the manager or employee;

   e. the Bar Standards Board is satisfied that it is necessary to exercise any of the powers listed in rS113.4 in relation to the BSB authorised body to protect the interests of clients (or former or potential clients) of the BSB authorised body.
In addition to the provisions in Rule rS113, an authorisation or a licence may be given subject to such other terms as the Bar Standards Board considers appropriate including terms as to:

.1 the non-reserved activities which you may or may not carry on; and/or

.2 in the case of licensed bodies:

(a) the nature of any interest held by a non-authorised owner provided always that the Bar Standards Board complies with its obligations under paragraph 17 of Schedule 13 to the LSA; and/or

(b) any limitations on the shareholdings or voting controls which may be held by non-authorised owners in accordance with paragraph 33 of Schedule 13 to the LSA.
E8. **Duration of the authorisation/licence granted**

**rS115** Except where indicated otherwise in the authorisation or licence, any authorisation or licence granted in accordance with this Section 3.E will be of unlimited duration except that the authorisation or licence:

.1 shall cease to have effect on the occurrence of any of the following:

(a) if you have your authorisation/licence withdrawn in accordance with Rule rS117; or

(b) if you obtain authorisation/licence from an Approved Regulator or licensing authority;

.2 may cease to have effect on the occurrence of any of the following:

(a) if you fail to provide the relevant monitoring information or fail to pay any relevant fees in circumstances where the Bar Standards Board has notified you (i) that such information or payment is required within a particular time; and (ii) that failure to provide such information or payment within that time may result in the withdrawal of your authorisation or licence in accordance with this Rule rS115; or

(b) if you fail to replace your HOLP/HOFA in accordance with the requirements of this Handbook.
E9. Modification of an authorisation/licence

rs116 In addition to any powers which the Bar Standards Board may have in accordance with Part 5, the Bar Standards Board may modify the terms of an authorisation or licence granted by it:

.1 if you apply to the Bar Standards Board for the terms of such authorisation or licence (as the case may be) to be modified; or

.2 if it is satisfied that any of the information contained in the relevant application form was inaccurate or incomplete or has changed; or

.3 if such modification is required in accordance with the provisions of this Handbook; or

.4 where the Bar Standards Board reasonably considers that such modification is appropriate and in accordance with the regulatory objectives under the LSA or the policy objectives of the Bar Standards Board; or

.5 where the conditions in rs113.5 are met,

but, in the circumstances set out in Rules rs116.2 to rs116.4 above, shall only be entitled to do so after:

.a giving notice to you in writing of the modifications which the Bar Standards Board is intending to make to your authorisation or licence (as the case may be); and

.b giving you a reasonable opportunity to make representations about such proposed modifications.
E10. Revocation or suspension of an authorisation/licence

rS117 In addition to any powers which the Bar Standards Board may have in accordance with Part 5, the Bar Standards Board may:

.1 revoke an authorisation or licence granted by it:

(a) subject to Section 3.F, in the event that you no longer comply with the mandatory requirements set out in Rules rS83 and rS84; or

(b) if your circumstances have changed in relation to the issues considered by the Bar Standards Board in Section 3.E4; or

(c) if revocation otherwise appears appropriate taking into account the regulatory objectives of the Bar Standards Board; or

(d) where the conditions in rS113.5 are met.

.2 suspend an authorisation or licence granted by it to give it an opportunity to investigate whether or not your authorisation or licence should be revoked in accordance with Rule rS117 (for the avoidance of doubt a BSB authorised body whose authorisation has been suspended remains a BSB regulated person),

but (except for when the conditions in rS113.5 are met) in either case only after:

(i) giving written notice to the relevant BSB authorised body of the grounds on which the authorisation or licence may be revoked, and

(ii) giving the relevant BSB authorised body a reasonable opportunity to make representations.
E11. Applications for review

**rS118** If you consider that the *Bar Standards Board* has (other than pursuant to [Section 5]):

.1 wrongly refused an application for authorisation or licence; or
.2 wrongly imposed a term or condition on an authorisation or licence; or
.3 wrongly modified the terms of your authorisation or licence; or
.4 wrongly refused to modify the terms of your authorisation or licence; or
.5 wrongly revoked or suspended your authorisation or licence; or
.6 wrongly done any of these things in relation to a litigation extension to your authorisation or licence; or
.7 failed to provide to you notice of a decision in accordance with this Section 3.E,

then you may lodge an application for review of that decision with the *Qualifications Committee* using the form supplied for that purpose by the *Bar Standards Board*. Such application for review will only have been made once the *Bar Standards Board* has received the relevant fee in respect of such application for review.

**rS119** Any individual:

.1 designated to act as a HOLP or a HOFA; or
.2 identified as a non-authorised owner or manager of the applicant body,

who considers that the *Bar Standards Board* has wrongly concluded that he does not meet the suitability criteria which apply to his proposed position in the entity, may lodge an application for a review of that decision with the *Qualifications Committee* using the form supplied for that purpose by the *Bar Standards Board*. Alternatively, you may lodge an application for review on his behalf whether or not he has asked you to. In either case, such an application for a review will only have been made once the *Bar Standards Board* has received the relevant fee for it.

**rS120** Any application for a review of the decision must be made within 28 days from the date when the decision is notified to you.

**rS121** The decision of the *Bar Standards Board* will take effect notwithstanding the making of any application for a review in accordance with Rule rS118 or rS119. However, the *Bar Standards Board* may, in its absolute discretion, issue a temporary authorisation, licence or litigation extension to a BSB authorised body which has lodged an application for a review in accordance with this Section 3.E11.

**rS122** If the *Qualifications Committee* finds that the *Bar Standards Board*:

.1 has wrongly failed or refused to grant an authorisation or licence; or
.2 has wrongly imposed a term or condition on an authorisation or licence;

then in each case the *Bar Standards Board* must issue such authorisation or licence as ought to have been issued.
rS123 If the Qualifications Committee finds that the Bar Standards Board:

.1 finds that the Bar Standards Board has wrongly modified an authorisation or licence; or

.2 finds that the Bar Standards Board has wrongly refused to modify an authorisation or licence,

then in each case the Bar Standards Board shall make such modification to the authorisation or licence as ought to have been made.

rS124 If the Qualifications Committee finds that the Bar Standards Board has wrongly revoked or suspended an authorisation or licence, then the Bar Standards Board shall re-issue such authorisation or licence.

.1 If the Qualifications Committee finds that the Bar Standards Board has wrongly done any of the things described in rS122 or rS123 in relation to your litigation extension, then the Bar Council (acting by the Bar Standards Board) shall grant such litigation extension as ought to have been granted.

rS125 If the Qualifications Committee finds that the Bar Standards Board has wrongly concluded that an individual does not meet the suitability criteria relevant to his proposed position, the Bar Standards Board shall amend its decision and confirm that he does meet the suitability criteria which apply to his proposed position.

rS126 If, after such a review, you or the relevant individual(s) (as the case may be) do not agree with the decision of the Qualification Committee you or the relevant individual(s) may appeal to the High Court against the Qualification Committee’s decision.

rS127 Any appeal to the High Court against a decision of the Qualification Committee must be lodged within 28 days from the date that the decision is notified to you.
E12. Register

rS128 The Bar Standards Board must keep a public register containing the names and places of practice of all BSB authorised bodies (together with details of the reserved legal activities which such BSB authorised bodies are able to undertake) as well as details of any bodies which have in the past been granted authorisation or obtained a licence from the Bar Standards Board but where such licence and/or authorisation is no longer current.

rS129 If an authorisation or licence is, at any time, suspended or made subject to conditions, this must be noted on the register of BSB authorised bodies by the Bar Standards Board.
F. CONTINUING COMPLIANCE WITH THE AUTHORISATION AND LICENSING REQUIREMENTS

F1. Non-compliance with the mandatory conditions

If, at any time, and for whatever reason, you fail to meet the mandatory conditions in Rules rS83 and rS84 which apply to the type of BSB authorised body which you are, then you must notify the Bar Standards Board of your failure to comply with the mandatory conditions within seven days of your failure to comply and, at the same time, you must submit your proposals for rectifying that non-compliance which, for the avoidance of doubt, must include your proposed timetable for rectifying them. If the Bar Standards Board considers that your proposals for rectifying them are not sufficient, the Bar Standards Board may issue a notice suspending or revoking your authorisation or licence (as appropriate) in accordance with Section 3.E10.

Guidance

Examples of non-compliance include:

.1 where your last remaining authorised person:

.a dies; or

.b abandons, retires or resigns from the practice; or

.2 where you are a BSB authorised body (other than a BSB licensed body) a non-authorised individual is appointed as a manager of or otherwise acquires an ownership interest in such a practice, or where you are a licensable body and a non-authorised individual who is not a manager becomes an owner (for example on inheriting the interest from a manager who dies);

.3 where you cease to have available at least one employee who is authorised to carry on a particular reserved activity which you are authorised to provide. Examples of situations where an individual should be considered to be unavailable to a BSB authorised body include where:

.a he is committed to prison;

.b he is unable to attend to the practice because of incapacity caused by illness, accident or age;

.c he becomes and continues to lack capacity under Part 1 of the Mental Capacity Act 2005;
.d  he is made subject to a condition on his *practising certificate* or registration which would be breached if he continues to be an owner and/or manager of the body; or

e  he is no longer authorised to perform the particular *reserved legal activity*.

.4  you cease to have a HOLP or a HOFA appointed;

.5  your HOLP, HOFA, any manager or owner ceases to meet the relevant *suitability criteria*; or

.6  where you are a licensed body, your last remaining owner and/or manager who is a non-authorised individual dies or otherwise leaves the practice.

**Examples of proposals that you may submit in order to rectify such non-compliance include:**

.1  In the case of Guidance gS22.i, that you are seeking to appoint a different *authorised person* to be an owner and/or a manager of a BSB authorised body;

.2  In the case of Guidance gS22.ii, confirmation that you will take the necessary steps to rectify your status, whether by submitting an application to the Bar Standards Board for authorisation to practise as a licensed body and/or for approval of the non-authorised individual as a manager or by ensuring that the non-authorised person divests himself of his interest as soon as is reasonably practicable, or by seeking a licence from another licensing authority, as the case may be (but note Guidance gS24);

.3  in the case of Guidance gS22.4, that you are seeking to appoint a replacement HOLP or HOFA (as appropriate) in accordance with the relevant procedure in Rule sS90;

.4  in the case of Guidance gS22.5, that you are taking the necessary steps to exclude the relevant individual from the practice and, where necessary, you are taking steps to replace him; and

.5  in the case of Guidance gS22.6, you confirm whether or not you are likely to appoint a replacement non-authorised individual or, if not, whether you will be seeking authorisation from the Bar Standards Board to practise as a BSB legal services body.

**In respect of Guidance gS23.2, it may be the case that a non-authorised individual obtains an ownership interest in a BSB authorised body following the death of a barrister or a non-authorised person. Similarly, a non-authorised person who has not been approved pursuant to the suitability criteria may acquire an ownership interest in a licensed body. In these cases, it may be that the BSB authorised body will not need to apply for authorisation to practice as a licensed body or for approval of such non-authorised individual (as appropriate) if the BSB authorised body instead satisfies the Bar Standards Board that it is taking steps to ensure that such non-authorised individual divests himself of his interest as soon as is reasonably practicable (for example, on completion of the relevant probate).**
F2. Temporary emergency approvals for HOLPs and HOFAs

If a BSB authorised body ceases to have a HOLP or HOFA whose designation has been approved by the Bar Standards Board, the BSB authorised body must immediately and in any event within seven days:

.1 notify the Bar Standards Board;

.2 designate another manager or employee to replace its previous HOLP or HOFA, as appropriate; and

.3 make an application to the Bar Standards Board for temporary approval of the new HOLP or HOFA, as appropriate.

The Bar Standards Board may grant a temporary approval under this Section 3:F2 if on the face of the application and any other information immediately before the Bar Standards Board, there is no evidence suggesting that the new HOLP or HOFA is not suitable to carry out the duties imposed on them under this Handbook.

If granted temporary approval under Rule rS132 for its designation of a new HOLP or HOFA, the authorised body must:

.1 designate a permanent HOLP or HOFA, as appropriate; and

.2 submit a substantive application for approval of that designation in accordance with Rule rS90,

before the expiry of the temporary approval or any extension of that approval by the Bar Standards Board, otherwise the Bar Standards Board may be entitled to suspend or revoke the authorisation or licence in accordance with Section 3:E10.
Part 4
Qualification Rules
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A. APPLICATION

r01 Section 4.B applies to all persons who wish to be called to the Bar and to become qualified to practise as a barrister, to pupil supervisors and to approved training organisations.

r02 Section 4.C applies to all practising barristers.
B1. Purpose of the Bar training rules

To ensure that any person who qualifies to practise as a barrister is a fit and proper person, and competent to do so.

Rules

r03 To be called to the Bar by an Inn a person must:

.1 be a member of that Inn;
.2 complete (or be exempted from):
  (a) the Academic Stage, and
  (b) the Vocational stage
of training; and
.3 fulfil any applicable requirement to attend qualifying sessions.

r04 To become qualified to practise as a barrister a person must:

.1 be called to the Bar by an Inn;
.2 complete (or be exempted from) the Professional Stage of training; and
.3 satisfy such further requirements as are set out in Part 3 of this Handbook.

r05 The Bar Standards Board may charge such fees as it prescribes for dealing with applications, conducting assessments or examinations and issuing certificates under this Section 4.B.

r06 Any function or power which under this Section 4.B is exercisable by the Bar Standards Board may be delegated (and sub-delegated) to any committee, body or person to the extent permitted by the standing orders of the Bar Standards Board.
B2. Admissions to an Inn of Court

Eligibility for admission

To be eligible for admission to an Inn under this Section 4.B a person must:

.1 have the necessary educational qualifications; and
.2 be a fit and proper person to become a practising barrister.

A person has the necessary educational qualifications to be admitted to an Inn if that person:

.1 is reading for a qualifying law degree; or
.2 is attending (or has been accepted for and is about to attend) a Conversion Course; or
.3 has completed (or been exempted under Section 4.B7 from) the Academic Stage of training.

A person is a fit and proper person to become a practising barrister if:

.1 there is no reason to expect that that person, if admitted to an Inn, will engage in conduct which is dishonest or which otherwise makes that person unfit to become a practising barrister; and
.2 that person does not suffer from serious incapacity due to mental disorder (within the meaning of the Mental Health Act 1983), addiction to alcohol or drugs or any other condition which makes that person unfit to become a practising barrister.

In the case of an applicant who is authorised to practise by another Approved Regulator or who is a Qualified European Lawyer, a certificate of good standing is to be treated as conclusive evidence that the applicant is a fit and proper person to become a practising barrister.

Application procedure

To apply for admission to an Inn a person (“the applicant”) must submit to the Inn:

.1 a duly completed and signed application including an admission declaration in the form prescribed by the Bar Standards Board from time to time;
.2 two certificates of good character which comply with the requirements in Rule Q13 below or, if the applicant is a qualified lawyer, a certificate of good standing, which (in either case) was issued within the previous three months; and
.3 the fee prescribed by the Inn.

Certificates of good character

A certificate of good character must contain the information specified by the Bar Standards Board from time to time and be provided by a professional person or person of standing in the community who:

.1 has known the applicant for at least one year;
.2 does not have a close family or personal relationship with the applicant; and

.3 has read the admission declaration submitted by the applicant under Rule Q12.1.

**Decision to admit or refuse admission**

rQ14 Before deciding whether to admit the applicant, the Inn may make any further enquiries or require the applicant to provide any further information that it considers relevant.

rQ15 The Inn must admit the applicant if the applicant:

.1 is eligible for admission to an Inn and has given the undertaking on the admission declaration to commence the Vocational stage within five years of admission to an Inn and complete that Stage within ten years of admission; and

.2 has complied with Rule Q12, otherwise the Inn must reject the application and inform the applicant of its reasons for doing so.

rQ16 If the applicant falls within Rule Q17, the Inn must refer the question whether the applicant is a fit and proper person to become a practising barrister to the Inns’ Conduct Committee to decide and must notify the applicant that it has done so.

rQ17 An applicant falls within this Rule Q17 if:

.1 the applicant has been convicted of a Criminal offence (or is the subject of pending Criminal Proceedings); or

.2 the applicant has been convicted of a disciplinary offence by a professional or regulatory body (or is the subject of pending proceedings for such an offence); or

.3 the applicant has been found guilty of an academic offence by a higher education institution (and has not successfully appealed against that finding); or

.4 the applicant has been the subject of a Bankruptcy Order or director’s disqualification order or has entered into an individual voluntary arrangement with creditors; or

.5 the applicant has previously been refused admission to or expelled from an Inn; or

.6 there is any other circumstance which in the opinion of the Inn calls into question the applicant’s fitness to become a practising barrister.

rQ18 When the Inns’ Conduct Committee is asked to decide whether the applicant is a fit and proper person to become a practising barrister, it must send a report of its decision and the reasons for the decision to the applicant and to the Inn.

rQ19 If the Inns’ Conduct Committee decides that the applicant is not a fit and proper person to become a practising barrister or if the Inn rejects an application for admission for any other reason, the applicant may request a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.

rQ20 If on a review under Section 4.B10 the Bar Standards Board is satisfied that the applicant is eligible for admission to an Inn and has complied with Rule Q12, the Inn must admit the applicant.
B3. The Academic Stage

rQ21 A person completes the Academic Stage of training by:

.1 obtaining a qualifying law degree; or

.2 obtaining a qualifying degree and successfully completing a Conversion Course.

rQ22 For the purpose of Rule Q21.1 a qualifying law degree is a qualifying degree approved by the Bar Standards Board which includes a course of study of the foundations of legal knowledge.

rQ23 For the purpose of Rule Q21.2 a qualifying degree is:

.1 a degree of the required standard awarded by a University in the United Kingdom following a course of study of the minimum period; or

.2 a degree awarded by a University or establishment of equivalent level outside the United Kingdom which the Bar Standards Board accepts as equivalent to a degree satisfying the requirements of Rule Q23.1.

and a person obtains a qualifying degree on being adjudged to have successfully completed the academic requirements of the degree irrespective of when the degree is actually conferred.

rQ24 For the purpose of Rule Q23.1, unless the Bar Standards Board on an application showing good grounds permits otherwise, the required standard is first or second class honours.

rQ25 A Conversion Course is a course approved by the Bar Standards Board which includes study of the foundations of legal knowledge.

rQ26 For the purpose of Rules Q22 and Q25, foundations of legal knowledge means those subjects the study of which is prescribed by the Bar Standards Board for the purposes of obtaining a qualifying law degree and for inclusion in any Graduate Conversion Course, and which currently comprise:

.1 Obligations I (Contract)

.2 Obligations II (Tort)

.3 Criminal Law

.4 Public Law

.5 Property Law

.6 Equity & The Law of Trusts

.7 Foundations of EU Law
B4. The Vocational Stage

rQ27 A person starts the vocational stage of training on starting to attend at a Bar Professional Training Course, and completes the vocational stage on being certified by the course provider that he has successfully completed a Bar Professional Training Course.

rQ28 Before starting the vocational stage, a person must:

1. have completed (or been exempted under Section 4.B7 from) the Academic Stage; and
2. have successfully completed the Bar Course Aptitude Test which is set by the Bar Standards Board from time to time; and
3. be a member of an Inn of Court.

rQ29 A person may not start the vocational stage more than five years after completing the Academic Stage except with the permission of the Bar Standards Board and after complying with any condition which the Bar Standards Board may impose.
B5. **The Professional Stage**

r030 A person starts the professional stage of training when he starts **pupillage** in accordance with this Section 4.B5 and completes the professional stage by:

.1 satisfactorily completing 12 months of **pupillage** and such further training as may be required by the **Bar Standards Board**; and

.2 being issued with a full qualification certificate.

r031 Before starting the professional stage, a person must have completed (or been exempted under Section 4.B7 from) the **vocational stage**.

r032 A person may not start the Professional Stage more than five years after completing the **vocational stage** except with the permission of the **Bar Standards Board** and after complying with any condition which the **Bar Standards Board** may impose.

**Pupillage**

r033 **Pupillage** is divided into two parts:

.1 a non-practising period of six months; and

.2 a practising period of six months.

r034 Except with the written permission of the **Bar Standards Board**, the non-practising period of **pupillage** must be done:

.1 in a **Member State** of the European Union; and

.2 in a continuous period of six months.

r035 Except with the written permission of the **Bar Standards Board**, the practising period of **pupillage** must:

.1 start within 12 months after completion of the non-practising period;

.2 be done in a **Member State**; and

.3 be completed within an overall period of nine months.

r036 Any period of **pupillage** must provide training which is adequate and which complies with such criteria as may be published by the **Bar Standards Board**.

r037 Except as provided in Rule Q60, any period of **pupillage** must be done:

.1 in an approved training organisation; and

.2 with a barrister who is a registered pupil supervisor.

r038 During any period of **pupillage** the pupil must:

.1 be diligent in receiving the instruction given; and

.2 observe all legal and professional obligations of confidence.
Approved training organisations

r039 The Bar Standards Board may authorise any organisation as an approved training organisation subject to such terms as the Bar Standards Board may from time to time determine.

r040 The Bar Standards Board may withdraw approval from an approved training organisation if it considers after investigation:

.1 that pupillage training provided by the organisation is or has been seriously deficient; or
.2 that the organisation has not made proper arrangements for dealing with pupils and pupillage in accordance with the Code of Conduct.

r041 The Bar Standards Board will give notice in writing:

.1 in the case of a decision to refuse to designate an organisation as an approved training organisation, to that organisation; and
.2 in the case of a decision to withdraw approval from an approved training organisation, to:

.a that organisation;
.b any person who is undertaking or has agreed to undertake a pupillage in that organisation; and
.c the Inn of which any such person is a member.

r042 Any person or organisation to whom the Bar Standards Board is required to give notice of a decision under Rule Q41 may ask for a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.

r043 If the Bar Standards Board withdraws approval from an approved training organisation, the organisation may not claim repayment of any pupillage award or other sum paid to any pupil or prospective pupil.

Acting as a pupil supervisor

r044 A barrister may act as a pupil supervisor if the barrister:

.1 is on the register of approved pupil supervisors kept by the Bar Standards Board;
.2 has a current practising certificate; and
.3 has regularly practised as a barrister during the previous two years.

Registration as a pupil supervisor

r045 The Bar Standards Board may enter a barrister on the register of approved pupil supervisors if the barrister is approved by an Inn of which the barrister is a member.

r046 The Bar Standards Board may refuse to enter a barrister on the register of approved pupil supervisors if the Bar Standards Board finds that the barrister is unsuitable for any reason to act as a pupil supervisor.

r047 If the Bar Standards Board refuses to enter a barrister on the register of approved pupil supervisors, it will notify the barrister and the Inn which approved the barrister as a pupil supervisor of its decision and of the reasons for it.
rQ48  An Inn must approve a barrister as a pupil supervisor if:

.1 the barrister has a current practising certificate;

.2 the Inn is satisfied that the barrister has the necessary experience and is otherwise suitable to act as a pupil supervisor; and

.3 the barrister has submitted an application in accordance with Rule Q50.

rQ49  To have the necessary experience to act as a pupil supervisor a barrister should normally:

.1 have practised in the United Kingdom or another Member State as a barrister (other than as a pupil who has not completed pupillage in accordance with this Section 4.B5) or as a person authorised to exercise a right of audience or to conduct litigation by another Approved Regulator for a period for at least six years in the previous eight years; and

.2 for the previous two years have regularly practised as a barrister and been entitled to exercise a right of audience before every court in England and Wales in relation to all proceedings.

Application procedure to become a pupil supervisor

rQ50  A barrister who wishes to be entered on the register of approved pupil supervisors must submit to the Inn an application in the form currently prescribed by the Bar Standards Board. The application must be supported:

.1 by an independent person who is a High Court Judge or Circuit Judge, a Leader of a Circuit, a Deputy High Court Judge, a Recorder, a Queen’s Counsel, a Master of the Bench of an Inn, Treasury Counsel or a person of comparable standing who is able to comment from personal knowledge on the applicant’s suitability to act as a pupil supervisor; and

.2 Subject to Rule Q50.3 below,

.3 in the case of a self-employed barrister, by the applicant’s Head of chambers, or

.4 a in the case of an employed barrister, by a more senior lawyer employed in the same organisation and who has direct knowledge of the work of the applicant;

.4 If the applicant is a Head of chambers, or there is no more senior lawyer employed in the same organisation with the required knowledge, or for any other reason the support of the person referred to in Rule Q50.2 is not available, by a second person falling within Rule Q50.1 above.

Training of pupil supervisors

rQ51  The Bar Standards Board, in consultation with the Inns, may and will normally require pupil supervisors to undertake training before they may be entered or after they have been entered on the register of approved pupil supervisors.

Removal from the register of pupil supervisors

rQ52  The Bar Standards Board may remove a barrister’s name from the register of approved pupil supervisors if the barrister:

.1 ceases to practise as a barrister or is suspended from practice as a barrister; or

.2 requests the Bar Standards Board in writing to be removed from the register; or

.3 fails to complete any training required under Rule Q51; or
.4 is found by the Bar Standards Board to be unsuitable for any reason to act as a pupil supervisor; or

.5 has not acted as a pupil supervisor for the previous five years.

r053 If the Bar Standards Board decides that a barrister’s name should be removed from the register of approved pupil supervisors, it will notify the barrister and the Inn which approved the barrister as a pupil supervisor of its decision and of the reasons for it.

Duties of pupil supervisors

r054 A pupil supervisor must when responsible for supervising any pupil:

.1 take all reasonable steps to provide the pupil with adequate tuition, supervision and experience;

.2 have regard to any pupillage guidelines issued by the Bar Standards Board and to the Equality and Diversity Rules of the Code of Conduct; and

.3 ensure that the pupil prepares for and attends any further training required by the Bar Standards Board such as advocacy training provided by the pupil’s Circuit or Inn.

r055 A pupil supervisor may not be responsible for supervising more than one pupil at a time except with the approval in writing of the Bar Standards Board.

Complaints about pupil supervisors

r056 If any complaint or other matter which appears to affect the suitability of a barrister to continue to act as a pupil supervisor comes to the notice of the Inn which approved the barrister, the Inn must inform the Bar Standards Board of the matter.

r057 If any complaint or other matter which appears to affect the suitability of a barrister to continue to act as a pupil supervisor comes to the notice of the Bar Standards Board, the Bar Standards Board will investigate the matter.

r058 After such an investigation, the Bar Standards Board may:

.1 dismiss any complaint; or

.2 take no action; or

.3 if in its opinion the matter is such as to require informal treatment, draw it to the barrister’s attention in writing and if thought desirable direct the barrister to attend upon a nominated person for advice; or

.4 if in its opinion the conduct disclosed shows that the barrister is unsuitable to act as a pupil supervisor, remove the name of the barrister from the register of approved pupil supervisors.

r059 A barrister whose application to be approved as a pupil supervisor is rejected or whose name is removed from the register of approved pupil supervisors may ask for a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.

External training

r060 With the written permission of the Bar Standards Board, part or all of the practising period of pupillage may be satisfied by training:
.1 with a solicitor, judge or other suitably qualified lawyer who is not a registered pupil supervisor; and/or

.2 in an organisation which is not an approved training organisation but which, in the opinion of the Bar Standards Board, provides suitable training and experience.

Advertising

Subject to Rule C114, all vacancies for pupillage must be advertised on a website designated by the Bar Council and the following information must be provided:

.1 In respect of chambers:
   .a the name and address of chambers;
   .b the number of tenants;
   .c a brief statement of the work done by Chambers, e.g., “predominantly criminal”;
   .d the number of pupillage vacancies;
   .e the level of award;
   .f the procedure for applying;
   .g the minimum educational or other qualifications required;
   .h the closing date for applications;
   .i the date by which the decisions will be made;

.2 in respect of entities:
   .a the name and address of the BSB authorised body;
   .b the number of barristers employed by that entity;
   .c a brief statement of the work done by the entity, eg, “predominantly criminal”;
   .d the number of pupillage vacancies;
   .e the level of award;
   .f the procedure for application;
   .g the minimum educational or other qualifications required;
   .h the closing date for applications;
   .i the date by which the decisions will be made.

Registration of pupillage

Before starting any period of pupillage (including any period of external training) a person must apply to the Bar Standards Board for registration of the pupillage by submitting an application in the form prescribed by the Bar Standards Board.
The Bar Standards Board will register the pupillage if it is satisfied that the application has been duly completed and that the pupillage complies with this Section 4.B5.

If a person applies to the Bar Standards Board for registration of a pupillage after the pupillage has started, the pupillage will be treated as having started on the date the application is received, unless the Bar Standards Board permits otherwise.

If the Bar Standards Board refuses to register a pupillage, it will inform the pupil in writing of its decision and of the reasons for it.

If the Bar Standards Board refuses to register a pupillage, the pupil may ask for a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.

If any of the information provided in an application for registration of a pupillage changes before the pupillage has been completed, the pupil must promptly notify the Bar Standards Board in writing of the change.

Qualification certificates

On completion of the non-practising period of pupillage, the Bar Standards Board will issue the pupil with a provisional qualification certificate provided that the pupil has been called to the Bar under Section 4.B9 and the Bar Standards Board is satisfied:

1. that the pupil has satisfactorily completed the non-practising period of pupillage and any further training required under Rule Q30.1; and
2. that the pupillage is registered and complied with this Section 4.B5.

When the pupil completes the practising period of pupillage, the Bar Standards Board will issue him with a full qualification certificate, if the pupil has a provisional qualification certificate and the Bar Standards Board is satisfied:

1. that the pupil has satisfactorily completed the practising period of pupillage and any further training required under Rule Q30.1; and
2. that the pupillage is registered, and has complied with this Section 4.B5.

For the purpose of this Section 4.B5, a pupil is to be treated as having satisfactorily completed a period of pupillage if the pupil:

1. has been diligent in receiving the instruction given; and
2. has achieved the minimum level of competence required of a pupil at the end of the relevant period.

The Bar Standards Board may accept as evidence that a pupil has satisfactorily completed any period of pupillage a certificate to this effect from the pupil supervisor (or the person responsible for external training) with whom the pupil has completed that period.

If a pupil supervisor is unable or unwilling to provide a certificate that a pupil has satisfactorily completed a period of pupillage, the Bar Standards Board may accept such a certificate signed by the Head of chambers or person in charge of pupillage in the training organisation where the pupillage has been done if the certificate contains a satisfactory explanation of why the pupil supervisor has not signed it.
If the Bar Standards Board is not satisfied:

.1 that the pupil has satisfactorily completed a period of pupillage, and/or

.2 that the pupillage is registered and complied with this Section 4.B5;

the Bar Standards Board may specify further training which the pupil must satisfactorily complete before the Bar Standards Board will issue the pupil with a provisional qualification certificate or a full qualification certificate (as the case may be).

If the Bar Standards Board refuses to issue a provisional qualification certificate or a full qualification certificate, the pupil may ask for a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.
B6. Qualifying sessions

In this Part 4.B6 a qualifying session means an event (or part of an event) of an educational and collegiate nature arranged by or on behalf of an Inn;

Subject to Rules rQ77 and rQ82, a person who is admitted to an Inn must attend 12 qualifying sessions during a period of no more than five years ending on the date on which that person is called to the Bar.

An Inn may on an application showing such exceptional grounds as satisfy criteria agreed by all four Inns waive or modify the requirement to attend qualifying sessions.

Each Inn is responsible, in cooperation with the other Inns, for:

1. ensuring that suitable qualifying sessions are available for its members; and
2. deciding what requirements must be satisfied for a person to be credited with attendance at one or more qualifying sessions; and
3. agreeing criteria which specify the grounds on which the requirement to attend qualifying sessions may be waived or modified.
B7. Exemptions from training requirements

The Bar Standards Board may grant exemptions from part or all of:

.1 the Academic Stage,
.2 the vocational stage, and/or
.3 the Professional Stage,

of training.

In exercising its discretion whether to grant an exemption from part or all of any Stage of training, the Bar Standards Board will determine whether the relevant knowledge and experience of the applicant make it unnecessary for the applicant to do such training.

An exemption from part or all of any Stage of training may be granted unconditionally or subject to conditions, which may include in an appropriate case:

.1 a requirement to do training instead of the training prescribed by this Section 4.B; and/or
.2 a condition that the applicant must pass a Bar Transfer Test.

Where the Bar Standards Board exempts a person from the Vocational or Professional Stage of training, it may also:

.1 grant exemption in whole or in part from the requirement to attend qualifying sessions; and
.2 specify the period within which any requirement to attend qualifying sessions must be fulfilled, which may be a period ending after the person concerned has been called to the Bar and in the case of a Specially Qualified Applicant is usually a period of three years during which the applicant must attend six qualifying sessions unless special circumstances apply.

Applications

An application for exemption under this Section must be in such form as may be prescribed by the Bar Standards Board and contain or be accompanied by the following:

.1 details of the applicant’s educational and professional qualifications and experience;
.2 evidence (where applicable) that the applicant is or has been entitled to exercise rights of audience before any court, specifying the rights concerned and the basis of the applicant’s entitlement to exercise such rights
.3 any other representations or evidence on which the applicant wishes to rely in support of the application;
.4 verified English translations of every document relied on which is not in the English language; and
.5 the prescribed fee.

Before deciding whether to grant any exemption under this Section, the Bar Standards Board may make any further enquiries or require the applicant to provide any further information that it considers relevant.

A person whose application for exemption is rejected may ask for a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.
Full exemption

If the Bar Standards Board is satisfied that an applicant falls within Rule Q87, the Bar Standards Board will:

.1 exempt the applicant from any Stage of training prescribed by this Section 4.B which the applicant has not fulfilled;

.2 issue the applicant with a full qualification certificate; and

.3 authorise the applicant to practise as a barrister on his being admitted to an Inn and called to the Bar under Section 4.B9 subject to complying with the Code of Conduct.

The following categories of person fall within this Rule Q87:

.1 a person who has been granted rights of audience by an authorised body and is entitled to exercise those rights in relation to all proceedings in all courts of England and Wales;

.2 subject to Rule Q88, a person who has been granted rights of audience by an authorised body and is entitled to exercise those rights in relation to either all proceedings in the High Court or all proceedings in the Crown Court of England and Wales (but not both);

.3 a barrister of Northern Ireland who has successfully completed pupillage in accordance with the rules of the Bar of Northern Ireland;

.4 subject to Rule Q89, a Qualified European Lawyer.

The Bar Standards Board may exceptionally require an applicant who falls within Rule Q87.2 to do part or all of the practise six months of pupillage if it considers this necessary having regard in particular to the knowledge, professional experience and intended future practice of the applicant.

Subject to Rules Q91 to Q95, the Bar Standards Board may require a Qualified European Lawyer to pass a Bar Transfer Test if the Bar Standards Board determines that:

.1 the matters covered by the education and training of the applicant differ substantially from those covered by the Academic, Vocational and Professional Stages of training; and

.2 the knowledge acquired by the applicant in the course of his professional experience does not fully cover this substantial difference.

Registered European Lawyers

The Rules governing registration as a Registered European Lawyer in Section 3.D of this Handbook.

The Bar Standards Board may not require an applicant who is a Registered European Lawyer and who falls within Rule Q93 or Q94 to pass a Bar Transfer Test unless it considers that the applicant is unfit to practise as a barrister.

In considering whether to require an applicant who falls within Rule Q94 to pass a Bar Transfer Test, the Bar Standards Board must:

.1 take into account the professional activities the applicant has pursued while a Registered European Lawyer and any knowledge and professional experience gained of, and any training received in, the law of any part of the United Kingdom and of the rules of professional conduct of the Bar; and

.2 assess and verify at an interview the applicant’s effective and regular pursuit of professional activities and capacity to continue the activities pursued.
rQ93 To fall within this Rule Q93 an applicant must have:

.1 for a period of at least three years been a Registered European Lawyer; and

.2 for a period of at least three years effectively and regularly pursued in England and Wales under a Home Professional Title professional activities in the law of England and Wales.

rQ94 To fall within this Rule Q94 an applicant must have:

.1 for a period of at least three years been a Registered European Lawyer; and

.2 for a period of at least three years effectively and regularly pursued in England and Wales professional activities under a Home Professional Title; and

.3 for a period of less than three years effectively and regularly pursued in England and Wales under a Home Professional Title professional activities in the law of England and Wales.

rQ95 For the purpose of this Section 4.B17, activities are to be regarded as effectively and regularly pursued if they are actually exercised without any interruptions other than those resulting from the events of everyday life.

Partial exemption

rQ96 If the Bar Standards Board is satisfied that an applicant falls within Rule rQ97, the Bar Standards Board will:

.1 exempt the applicant from the Academic Stage and the vocational stage and, if the Bar Standards Board thinks fit, from part or all of the Professional Stage of training; and

.2 if the applicant is exempted from the whole of the non-practising six months of pupillage, issue the applicant with a provisional qualification certificate.

rQ97 The following categories of person fall within this Rule Q97:

.1 a person who has been granted rights of audience by another Approved Regulator and is entitled to exercise those rights in relation to any class of proceedings in any of the Senior Courts or all proceedings in county courts or magistrates’ courts in England and Wales;

.2 a Qualified Foreign Lawyer who has for a period of at least three years regularly exercised full rights of audience in courts which administer law substantially similar to the common law of England and Wales;

.3 a teacher of the law of England and Wales of experience and academic distinction.

Temporary call to the Bar of Qualified Foreign Lawyers

rQ98 A Qualified Foreign Lawyer (“the applicant”) who falls within Rule Q97.2 is entitled to be admitted to an Inn and called to the Bar on a temporary basis for the purpose of appearing as counsel in a particular case before a court of England and Wales without being required to satisfy any other requirements of this Section 4.B if the applicant has:

.1 obtained from the Bar Standards Board and submitted to an Inn a Temporary Qualification Certificate specifying the case for the purposes of which the applicant is authorised to be called to the Bar;
.2 duly completed and signed a call declaration in the form prescribed by the Bar Standards Board from time to time; and

.3 paid the fee prescribed by the Inn.

The Bar Standards Board will issue a Temporary Qualification Certificate if the applicant submits to the Bar Standards Board:

.1 evidence which establishes that the applicant is a Qualified European Lawyer or falls within Rule rQ97.2;

.2 a certificate of good standing; and

.3 evidence which establishes that a Professional Client wishes to instruct the applicant to appear as counsel in the case or cases for the purposes of which the applicant seeks temporary call to the Bar.

Admission to an Inn and call to the Bar under Rule rQ98 take effect when the applicant is given notice in writing by the Inn that the applicant has been admitted to the Inn and called to the Bar under Rule rQ98 and automatically cease to have effect on conclusion of the case or cases specified in the applicant’s Temporary Qualification Certificate.
B8. Conduct of students

rQ101 References in this Section to “the Inn” are to any Inn of which the student concerned is a member.

rQ102 A student must observe any regulations about to conduct and discipline made by the Inn.

rQ103 If a student:

.1 becomes the subject of pending Criminal Proceedings or is convicted of a Criminal offence, or

.2 becomes the subject of pending disciplinary proceedings or is convicted of a disciplinary offence by a professional or regulatory body, or

.3 is the subject of a Bankruptcy Order or directors disqualification order or enters into an individual voluntary arrangement with creditors, or

.4 is found guilty of an academic offence by a higher education institution (and has not successfully appealed against that finding),

the student must immediately notify the Inn in writing.

rQ104 This Rule Q104 applies where notification is given or a complaint or report is made or it appears to an Inn from information given in the student’s call declaration or otherwise that a student of the Inn has or may have:

.1 made any false statement or acted in breach of any undertaking given in the student’s admission declaration or call declaration; or

.2 while a student:

.a committed any breach of any regulations made by the Inn concerning the conduct and discipline of its members; or

.b been convicted of a Criminal offence; or

.c been convicted of a disciplinary offence by a professional or regulatory body; or

.d been the subject of a Bankruptcy Order or directors disqualification order or entered into an individual voluntary arrangement with creditors; or

.e been found guilty by the course provider of cheating or other misconduct on a Bar Professional Training Course (and has not successfully appealed against that finding); or

.f otherwise been guilty of any conduct discreditable to a member of an Inn.

rQ105 Where Rule Q104 applies, the Inn:

.1 may make any enquiries or require the student to provide such information as it may think fit; and

.2 must consider whether the matter is a serious matter.

rQ106 If the Inn decides that the matter is not a serious matter, the Inn may deal with the matter under its internal disciplinary procedure and at the conclusion of that procedure may:

.1 dismiss any complaint; or

.2 decide to take no action; or
.3 advise the student as to future conduct; or

.4 reprimand the student; or

.5 ban the student for a specified period from using some or all of the Inn's facilities.

rQ107 A student may appeal from a decision of an Inn under its internal disciplinary procedure to the Inns' Conduct Committee.

rQ108 If at any stage the Inn decides that the matter is a serious matter, the Inn must refer the matter to the Inns' Conduct Committee for determination. After determining the matter, the Inns' Conduct Committee must send a report of its findings and reasons to the student and to the Inn.

rQ109 If the Inns' Conduct Committee (or the Bar Standards Board on a review under Section 4.B10) finds a serious matter proved, it may:

.1 advise the student as to future conduct; or

.2 reprimand the student; or

.3 order that the student’s call to the Bar be postponed for a specified period; or

.4 direct that the student be expelled from the Inn (in which case the Inn must expel the student).

rQ110 If the Inns' Conduct Committee finds a serious matter proved, the student may ask for a review under Section 4.B10 of the decision of the Inns' Conduct Committee, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given.

rQ111 Where Rule Q104 applies, the student is not entitled to be called to the Bar:

.1 until the Inn has decided that the matter is not a serious matter; or

.2 if the Inn decides that the matter is a serious matter, until the matter has been determined; or

.3 if the Inns’ Conduct Committee (or the Bar Standards Board following a review under Section 4.B10) orders that the student’s call to the Bar be postponed for a specified period, until that period has expired.
B9. Call to the Bar

Requirements for call

rQ112 Subject to Rules Q111, Q113 and, Q117 a person is entitled to be called to the Bar by an Inn of which that person is a member if that person has:

.1 completed or been exempted from the vocational stage of training in accordance with this Section 4.B;

.2 complied with any applicable requirement to attend qualifying sessions;

.3 submitted to the Inn a duly completed and signed call declaration in the form prescribed by the Bar Standards Board from time to time; and

.4 paid the fee prescribed by the Inn.

rQ113 Before deciding whether a person who has complied with Rule Q112 ("the candidate") is entitled to be called to the Bar, the Inn:

.1 may make any enquiries or require the candidate to provide any further information that it considers relevant;

.2 must consider whether Rule rQ104 applies; and

.3 if Rule rQ104 applies, must give effect to Rule Q111.

rQ114 If the Inn decides that the candidate is not entitled to be called to the Bar, the Inn must inform the candidate of its decision and of the reasons for it.

rQ115 If the Inn decides that the candidate is not entitled to be called to the Bar, the candidate may request a review of the decision under Section 4.B10, provided that the request is made in writing to the Bar Standards Board within one month of the date when notice of the decision was given by the Inn.

rQ116 If on a review under Section 4.B10 the Bar Standards Board decides that the candidate is entitled to be called to the Bar, the Inn must call the candidate to the Bar.

rQ117 Where it is alleged that the call declaration made by a barrister on call is false in any material respect or that the barrister has engaged before call in conduct which is dishonest or otherwise discreditable to a barrister and which was not, before call, fairly disclosed in writing to the Benchers of the Inn calling him or where any undertaking given by a barrister on call to the Bar is breached in any material respect that shall be treated as an allegation of a breach of this Handbook and will be subject to the provisions of Part 5.

Call days and procedure

rQ118 Calls to the Bar will take place on such days as may be authorised from time to time by the Inns’ Council.

rQ119 A candidate must be called to the Bar in person unless given written permission by the Inn to be absent from the call ceremony.
B10. Review and appeals

rQ120 Where provision is made under this Section 4.B for a review by the Bar Standards Board of a decision, any request for such a review must be accompanied by:

.1 a copy of any notice of the decision and the reasons for it received by the person or organisation requesting the review (“the applicant”);

.2 where the decision is a decision of an Inn or of the Inns’ Conduct Committee, copies of all documents submitted or received by the applicant which were before the Inn or the Inns’ Conduct Committee (as the case may be);

.3 any further representations and evidence which the applicant wishes the Bar Standards Board to take into account; and

.4 the prescribed fee.

rQ121 Where the decision under review is a decision of an Inn or of the Inns’ Conduct Committee, the Bar Standards Board will invite the Inn or the Inns’ Conduct Committee (as the case may be) to comment on any further representations and evidence which the applicant submits under Rule Q120.3.

rQ122 On a review under this Section the Bar Standards Board:

.1 may affirm the decision under review or substitute any other decision which could have been made on the original application;

.2 may in an appropriate case reimburse the fee paid under Rule Q120.4; and

.3 will inform the applicant and any other interested person of its decision and the reasons for it.

rQ123 Where under this Section 4.B provision is made for a review by the Bar Standards Board of a decision, no appeal may be made to the High Court unless such a review has taken place.

rQ124 Subject to Rule Q123, a person or organisation who is adversely affected by a decision of the Bar Standards Board may appeal to the High Court against the decision, in accordance with Civil Procedure Rules.
SECTION B: BAR TRAINING RULES

B11: Powers of the Inns

B11. Powers of the Inns

Inns’ Conduct Committee

r0125 Subject to this Section 4.B, the Inns’ Conduct Committee shall have power to carry out the functions specified in the Inns’ Conduct Committee Rules.

r0126 The Inns’ Conduct Committee Rules must be approved by the Bar Standards Board and any amendment to those rules will take effect on:

.1 the date when the amendment is approved by the Bar Standards Board; or

.2 such later date as the Bar Standards Board appoints.

r0127 The Bar Standards Board may:

.1 issue guidance which the Inns’ Conduct Committee must follow in carrying out its functions; and

.2 ask for information about the performance of those functions which the Inns’ Conduct Committee must provide to the Bar Standards Board.

Other powers

r0128 Subject to the approval of the Bar Standards Board, an Inn may charge such fees as it prescribes for dealing with applications and calling persons to the Bar under this Section 4.B.

r0129 Any function or power which under this Section 4.B is exercisable by an Inn or by the Inns’ Conduct Committee may be delegated (and sub-delegated) to any committee, body or person to the extent permitted by the standing orders of the Inn or the Inns’ Conduct Committee Rules (as the case may be).
SECTION C: THE CPD RULES

The mandatory continuing professional development requirements

rQ130 For the purpose of this Section 4.C:

.1 “calendar year” means a period of one year starting on 1 January in the year in question;

.2 the “mandatory requirements” are those in Rules Q131 to Q136 below.

.3 a “pupillage year” is any calendar year in which a barrister is at any time a pupil.

rQ131 Any practising barrister who, as at 1 October 2001, had started but not completed the period of three years referred to in the Continuing Education Scheme Rules at Annex Q to the Sixth Edition of the Code of Conduct must complete a minimum of 42 hours of continuing professional development during his first three years of practice.

Guidance

Guidance on Rules Q131

gQ1 Rule Q131 is intended to apply only in those limited circumstances where a barrister started practice before 1 October 2001 but after the New Practitioners Programme (“NPP”) first came into force, left practice before completing the NPP, but has since returned. Rule Q131 requires them to finish their NPP during whatever is left of their first three years of practice.

rQ132 Any practising barrister who starts practice on or after 1 October 2001 must during the first three calendar years in which the barrister holds a practising certificate after any pupillage year complete a minimum of 45 hours of continuing professional development.

rQ133 Subject to Rule Q134, any barrister:

.1 must, if he holds a practising certificate or certificates throughout the whole of any calendar year, complete a minimum of 12 hours of continuing professional development during that period; and

.2 must, if he holds a practising certificate or certificate for part only of a calendar year, complete one hour of continuing professional development during that calendar year for each month for which he holds a practising certificate.

rQ134 Rule Q133 does not apply:

.1 in the case of a barrister to whom Rule Q131 applies, to any calendar year forming or containing part of the period of 3 years referred to in Rule Q131; or

.2 in the case of a barrister to whom Rule Q132 applies, during any pupillage year or during the first three calendar years in which the barrister holds a practising certificate.
Any practising barrister must submit details of the continuing professional development he has done to the Bar Standards Board in the form prescribed, and at the time specified, by the Bar Standards Board.

The Bar Standards Board may, by resolution, specify the nature, content and format of courses and other activities which may be done by barristers (or by any category of barristers) in order to satisfy the mandatory requirements.

The Bar Standards Board may, by resolution and after consultation with the Inns, Circuits and other providers as appropriate, increase the minimum number of hours of continuing professional development which must be completed in order to satisfy any of the mandatory requirements.
Part 5
Enforcement regulations
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A. THE COMPLAINTS REGULATIONS

A1. Powers and functions of the PCC

The membership of the PCC shall be as prescribed by the Standing Orders of the Bar Standards Board from time to time.

The powers of the PCC shall be as set out in this Part 5, and shall include (but not be limited to) the power:

1. to consider complaints made by persons other than the Bar Standards Board;
2. to raise complaints on behalf of the Bar Standards Board, and to withdraw such complaints;
3. to determine whether any complaint:
   (1) discloses a potential breach of the Handbook; and/or
   (2) discloses a potential case of professional misconduct; and/or
   (3) potentially satisfies the disqualification condition,

   and if so to deal with it in accordance with this Section 5.A;

4. to direct the investigation of complaints;
5. to seek, in appropriate cases, to resolve complaints using the determination by consent procedure;
6. to bring and prosecute charges of professional misconduct make an application for disqualification before Disciplinary Tribunals (as provided by Section 5.B);
7. to seek an immediate interim suspension or immediate disqualification order in accordance with Section 5.D of this Handbook;
8. to seek an interim suspension or disqualification order in accordance with Section 5.D of this Handbook;
9. to refer practising barristers to a Fitness to Practise Panel in accordance with Section 5.E of this Handbook;
10. to refer to disciplinary tribunals any legal aid complaint relating to the conduct of a BSB regulated person and to be responsible for prosecuting any such charges or legal aid complaints before such disciplinary tribunals;
11. to refer any complaint for supervisory action by the supervision team;
to take such other actions in relation to complaints or infringements of the handbook as are permitted by this Section 5.A;

to impose, or direct the imposition, of an administrative sanction in accordance with the provisions of rE37.3 below;

to make recommendations on matters of professional conduct to the Bar Standards Board or to any of its committees, as the PCC may think appropriate; and

to make rulings on matters of professional conduct in accordance with the determination by consent procedure.

The PCC and the Chairman of the PCC shall each have the power to authorise any person, group or body to fulfill any function or exercise any power given to them by this Section 5.A. Any authorisations given under rE3 must be in writing and may be either or both retrospective and prospective, and either or both general and for a particular purpose.

Save in respect of the matters dealt with at rE29.2 (time limits for making a complaint), the PCC or the Chairman of the PCC shall have the power to extend any time limits prescribed by this Section 5.A, in their absolute discretion, whenever it appears to be appropriate to do so.

In determining which of its powers under this Section 5.A to use the PCC will take into account all the circumstances, including:

the enforcement strategy and any other published Bar Standards Board policy that appears to the PCC to be relevant; and

any other factor relevant to the issue including whether it is appropriate, sufficient, proportionate and effective, in the public interest, to proceed in that manner.

The PCC may at any time postpone consideration of a complaint, whether to permit further investigation of the complaint to be made, or during the currency of related legal proceedings, or for any other reason it sees fit.

The PCC may at any time seek information or assistance, orally or in writing, as it thinks fit, from any person, group or body.

If at any time the PCC decides in accordance with this Section 5.A:

to refer a complaint to another person or body for consideration; or

to dismiss a complaint; or

to postpone consideration of a complaint;

it must give written reasons for that decision, and provide those reasons to the relevant person against whom the complaint was made and (where the complaint was made by a person other than the Bar Standards Board) the complainant.

Any complaint received from a person other than the Bar Standards Board shall first be dealt with by the PCC in accordance with Section 5.A2 and, where relevant, shall then be considered by the PCC in accordance with Section 5.A3 below.

Any complaint raised by the Bar Standards Board itself shall be considered by the PCC in accordance with Section 5.A3 below.
A2. Initial procedure to be followed by the PCC when dealing with complaints received from persons other than the Bar Standards Board

Referral of complaints to other persons or to the supervision team

rE11 When it receives a complaint, the PCC may consider whether it is appropriate to refer the complaint to another person or to the supervision team, in accordance with rE13 to rE28 below. If at any time the PCC decides to refer a complaint to another person or body for consideration or to the supervision team it must give written reasons for that decision, and provide such reasons to the relevant person against whom the complaint was made and the complainant.

rE12 The PCC’s decision under rE11 is final and no one has the right to appeal against it.

Reference to the Legal Ombudsman

rE13 If a complaint is made by or on behalf of a client of a BSB regulated person (excluding for the purposes of this rE13 only, unregistered barristers) against that BSB regulated person or, in the case of a BSB authorised body, such a complaint is made against any individual working as an employee or manager of such BSB authorised body, the PCC must refer such complaint without further consideration to the Legal Ombudsman, or will signpost the complainant to the Legal Ombudsman and must in the case of a referral notify the complainant of the referral, unless it is clear on the face of the complaint that the matter falls outside the jurisdiction of the Legal Ombudsman.

rE14 If a complaint is made by or on behalf of a client of an unregistered barrister against that unregistered barrister, the PCC may refer such complaint to the Legal Ombudsman if it is satisfied that the Legal Ombudsman may have jurisdiction in relation to such complaint, and the PCC shall notify the complainant of the referral.

rE15 For the avoidance of doubt, such a referral does not prevent the immediate operation of the Interim Suspension and Disqualification Regulations or the Fitness to Practise Regulations, where appropriate.

rE16 When a complaint is referred, or referred back, to the Bar Standards Board by the Legal Ombudsman, rE29 and following, below, apply.

Reference to chambers/BSB authorised bodies

rE17 If it appears to the PCC that a complaint against a relevant person (which is not a complaint made by or on behalf of BSB regulated person’s client against that BSB regulated person) may appropriately be resolved by:

.1 chambers (where the complaint is against a self-employed barrister who is a member of, or other relevant person who is working at, such chambers at the relevant time); or

.2 a BSB authorised body (where the complaint is against a BSB authorised body or the complaint is against a relevant person acting in their capacity as a manager or employee of such BSB authorised body at the relevant time),

.3 the PCC may refer the complaint to the chambers or BSB authorised body for investigation and resolution. For the avoidance of doubt, where a complaint is made against an employed barrister (authorised non-BSB body) or an employed barrister (non-authorised body), the provisions of rE28 apply.
rE18  When deciding whether to refer a complaint in accordance with rE16 above, the PCC must take into account all the circumstances, including the factors referred to at rE4 above, and the relationship (if any) between the complainant and the relevant chambers/BSB authorised body and whether such a relationship continues.

rE19  The PCC must consider whether the complaint should be dismissed on the grounds that it has not been made within the period identified in rE29.2 below before it decides whether to refer the complaint to the relevant chambers/BSB authorised body in accordance with rE17 above.

rE20  Where a complaint is referred to the relevant chambers/BSB authorised body in accordance with rE17 above, the PCC will send any information held by it relating to the complaint to the head of chambers or to the person nominated by the chambers as being responsible for such issues (in the case of a referral to chambers) or to the HOLP (in the case of a referral to a BSB authorised body).

rE21  Following a referral to a chambers/BSB authorised body in accordance with rE17 above, the PCC must inform the complainant of the complainant's rights under rE22.2 below.

rE22  If:

.1 the PCC considers that progress made by the chambers/BSB authorised body in investigating and resolving the complaint, or the outcome of such an investigation, is unsatisfactory; or

.2 a complainant informs the PCC that he is dissatisfied with the progress or outcome of the chambers/BSB authorised body's investigation, giving reasons for such dissatisfaction,

then the PCC must consider the complaint in accordance with rE29 and following below.

Reference where BSB regulated individual acting in judicial or quasi-judicial capacity

rE23  If it appears to the PCC that the complaint arises out of a relevant person's actions in a part-time or temporary judicial or quasi-judicial capacity, it must act as follows:

.1 if it appears to the PCC that the complaint would otherwise fall to be dismissed under this Section 5.A, the PCC must dismiss it; or

.2 if it appears to the PCC that the complaint would otherwise not fall to be dismissed, the PCC must refer the complaint without further consideration to the Office of Judicial Complaints and/or person or body responsible for the appointment of the relevant person to the judicial or quasi-judicial office concerned (whether the Lord Chancellor, a Minister of the Crown or other person or body as appropriate) (“the appropriate body”), requesting the appropriate body to notify the PCC when the complaint has been dealt with and of any action taken by it. Where the appropriate body is a person other than the Lord Chancellor or a Minister of the Crown, and where the PCC considers it inappropriate to refer the complaint to the appropriate body, or where the appropriate body refuses to deal with a complaint, the PCC must consider the complaint and, subject to rE25 below, direct it to be proceeded with in accordance with rE29 and following below.

rE24  If the appropriate body, having dealt with a complaint, believes that it may be appropriate for it to be considered further by the Bar Standards Board, the appropriate body may, subject to rE25 below, refer the matter back to the Bar Standards Board and, following such referral, the PCC may reconsider the complaint and may, if it sees fit, direct it to be proceeded with in accordance with rE29 and following below.

rE25  No such reference to the Bar Standards Board as is mentioned in rE24 above by the appropriate body shall be acted upon by the PCC, nor shall the PCC exercise the powers under the last sentence of rE23.2 above, in respect of a complaint relating to anything said or done by the BSB regulated individual in the exercise of his judicial functions or affecting the independence of the BSB regulated person in his judicial or quasi-judicial capacity.
Reference to the Lord Chancellor or appropriate body

rE26 If it appears to the PCC that the complaint relates to the conduct of a BSB regulated individual who, since the events giving rise to the complaint took place, has been appointed to and continues to hold full-time judicial office and has ceased practice, the PCC shall not consider the complaint further and must inform the complainant that his complaint should be directed to the Lord Chancellor or the Office of Judicial Complaints or to such other person or appropriate body with responsibility for addressing complaints about judges.

Reference to the supervision team

rE27 If it appears to the PCC that a complaint received in respect of a relevant person relates to a matter which might more appropriately be dealt with by the supervision team rather than investigation in accordance with rE29 onwards, it may refer the complaint to the supervision team. If, the supervision team then concludes that the complaint is best dealt with more formally by the PCC in accordance with rE29 onwards, then the supervision team may refer the complaint back to the PCC. The PCC must then deal with the complaint in accordance with rE29 and following below.

Reference to any other person

rE28 If it appears to the PCC that a complaint received in respect of a relevant person relates to a matter which might more appropriately be dealt with by an Inn, Circuit, employer or any other professional or regulatory body (including, for the avoidance of doubt, any other approved regulator), it may refer the complaint to such other body. If, having referred a complaint to another body under rE28, the PCC subsequently considers that the complaint has not been dealt with by that other body within a reasonable time or fully or satisfactorily, the PCC may in its discretion then choose to consider the complaint in accordance with rE11 above and/or rE29 and following below.

PCC’s powers before investigation of complaints

rE29 In determining whether a complaint raised by a person other than the Bar Standards Board potentially discloses a breach of the Handbook, a potential case of professional misconduct or a breach of the Handbook satisfying the disqualification condition, and whether, if it does, it is apt for further consideration, the PCC must first consider:

.1 whether the complaint concerns a relevant person; and

.2 whether the complaint has been made:

.2a within twelve months of the conduct of which complaint is made, or

.2b where a complainant has indicated to the PCC his dissatisfaction with the outcome of a chambers/BSB authorised body’s investigation in accordance with rE22 above, within three months of the end of the investigation by chambers/BSB authorised body, whichever is the later; and

in either case, where the conduct of which a complaint is made is (or was) continuing or consisted of a series of related acts or omissions, the conduct must for the purposes of this rule be treated as having taken place at the time when the continuing conduct ceased or at the date of the last of any such acts or omissions.

rE30 Where the PCC decides that the complaint does not relate to a relevant person or that it relates to a non-authorised person in circumstances where the nature of the complaint is unlikely to satisfy the disqualification condition, it must dismiss the complaint.
rE31 Where the PCC decides that the complaint has not been made within the period identified in rE29.2 above it must dismiss the complaint unless it decides that further consideration of the complaint is justified in the public interest, having regard to the regulatory objectives.

rE32 Where the PCC has not dismissed a complaint in accordance with rE30 or rE31 above, the PCC must next consider, having regard to the enforcement strategy, whether further consideration of the complaint is justified. If the PCC considers that:

.1 the complaint for any reason lacks substance; or
.2 the complaint cannot be properly or fairly investigated; or
.3 the complaint or its consequences are insufficiently serious to justify further action; or
.4 for any other reason the complaint is not apt for further consideration,

then the PCC must dismiss the complaint, although it may also elect in such circumstances to refer the matter for to the supervision team in accordance with rE27 above (except that the supervision team can not refer the matter back to the PCC unless and until further evidence comes to light such that the matter would warrant further consideration by the PCC). The PCC must give written reasons for referring the matter to the supervision team.

rE33 If a complaint is not dismissed by the PCC after its initial consideration, it must be investigated and dealt with in the manner set out in Section 5.A3 below and the complainant and barrister must be informed, in writing, that such an investigation is to take place.
A3. Procedure for dealing with complaints to be handled by the PCC – general

Investigation of complaints

rE34 The investigation of complaints must be conducted by the Professional Conduct Department under the direction of the PCC.

rE35 When an investigation into a complaint is complete, the PCC must exercise the powers given to it by rE36 and following below.

Additional potential breaches of the Handbook

rE36 If in the course of its investigation or consideration of a complaint ("the original complaint") the PCC considers that there is any matter other than that originally complained of which might give rise to a potential breach of this Handbook, and/or a potential case of professional misconduct, and/or potentially satisfy the disqualification condition, the PCC may raise a complaint about that matter on behalf of the Bar Standards Board ("the new complaint").

.1 Then, unless the new matter falls within rE36.2 below:

   .a the new complaint must be investigated in the manner set out in rE34 and following above;

   .b the PCC must not consider whether there is a realistic prospect of a finding of professional misconduct or a realistic prospect of the disqualification condition being satisfied in respect of the new complaint unless and until the relevant person has been given the opportunity to comment in writing on the matter complained of in the new complaint. The PCC must take any comments made by the relevant person into account when it decides whether there is a realistic prospect of a finding of professional misconduct or a realistic prospect that the disqualification condition will be satisfied in respect of the new complaint;

   .c the PCC may defer further consideration of the original complaint until the new complaint has been investigated.

.2 No further investigation or opportunity to respond is required where the subject matter of the new complaint has already been investigated in the course of investigations into the original complaint and the relevant person has already been given an opportunity to comment thereon.

PCC consideration of complaints

rE37 When any investigation is complete, the PCC must consider the complaint, together with the results of any investigation thereof, and may conclude (having regard to the enforcement strategy and any other published Bar Standards Board policy that appears to the PCC to be relevant) in respect of complaints made against a relevant person (but subject always to rE37 and rE40 below):

.1 that the conduct did not constitute a breach of the Handbook, in which case the PCC must dismiss the complaint and rE43 to rE45 apply; or

.2 that the conduct did constitute a breach of the Handbook (on the balance of probabilities) but that, in all the circumstances, no enforcement action should be taken in respect of the breach in which case rE43 to rE45 apply; or

.3 that the conduct did constitute a breach of the Handbook (on the balance of probabilities) and that that breach should be dealt with by an administrative sanction in which case rE50 to rE55 apply; or
that the conduct may constitute a breach of the Handbook; and (ii) if such breach were to be proved, that an administrative sanction pursuant to rE37.3 would not be appropriate in all the circumstances, in which case rE38, rE41, rE42 and rE56 to rE66 apply; or

.5 that the subject matter of the complaint against a BSB regulated person involves a conviction for an offence of dishonesty or deception, in which case the PCC must direct that the complaint should form the subject matter of a charge before a Disciplinary Tribunal in which case rE42 and rE56 to rE66 shall apply.

rE38 Where the PCC has concluded that rE37.4 is applicable, it must refer the complaint to a Disciplinary Tribunal, subject to rE40, provided that no complaint shall be referred unless the PCC is satisfied that:

.1 there is a realistic prospect of a finding of professional misconduct being made or there is a realistic prospect of the disqualification condition being satisfied; and

.2 that it is in the public interest, having regard to the regulatory objectives to pursue disciplinary proceedings.

rE39 For the avoidance of doubt, where the relevant person is a non-authorised individual the PCC may not impose an administrative sanction or make a referral to a Disciplinary Tribunal on charges of professional misconduct. The PCC may only decide to dismiss the complaint or make an application to the Disciplinary Tribunal that the non-authorised individual be subject to a disqualification order.

rE40 The PCC must not conclude that any conduct alleged by an external complainant did constitute a breach of the Handbook (on the balance of probabilities) if the relevant person has not had a reasonable opportunity to respond in writing to the allegation on which the complaint is based unless the matter has already been investigated by the Legal Ombudsman. For the avoidance of doubt, complaints referred to the PCC by the supervision team are not caught by this requirement.

rE41 Where the PCC is minded to refer the matter to a Disciplinary Tribunal for determination it may, in appropriate cases and with the consent of the defendant, instead direct that the complaint be subject to the determination by consent procedure (under Section 5.A4 below).

rE42 Where the BSB regulated person referred to a Disciplinary Tribunal is a registered European Lawyer, the PCC shall:

.1 inform the professional body of which the registered European lawyer is a member in his home Member State;

.2 offer the professional body the opportunity to make representations to the Disciplinary Tribunal to which the complaint has been referred or (where the determination by consent procedure is used) to the PCC; and

.3 inform the professional body of findings made by the Disciplinary Tribunal, the PCC or any other Bar Standards Board Panel.
A4. Possible outcomes of an investigation of a *complaint* under Section 5.A3

**Dismissal**

**rE43** Where a decision to dismiss a *complaint* in accordance with rE37.2 is being taken at a meeting of the PCC and not by some other *person*, group or body authorised in accordance with rE3 of this Section 5.A, the majority of the *lay members* present at the meeting must consent to such dismissal.

**rE44** Where the PCC takes the decision to dismiss a *complaint*, but the *BSB regulated person’s* conduct is nevertheless such as to give cause for concern, the PCC may in those circumstances, and either before or after any disposal of the *complaint*, do any or both of the following:

1. draw to the *BSB regulated person’s* attention in writing the PCC’s concerns;
2. advise him as to his future conduct either in writing or by directing him to attend on the Chairman of the PCC or on some other *person* nominated by the PCC, to receive such advice.

**rE45** Any decision by the PCC to dismiss a *complaint* must only be disclosed in accordance with rE92 and rE93.

**rE46** Where the PCC decides to take no further action in respect of a *complaint* in accordance with rE37.2, the PCC shall write to the relevant *BSB regulated person*:

1. notifying him of the provisions of the *Handbook* which the PCC has concluded were breached by him and that the PCC has decided in this instance to take no further action; and
2. informing him of the consequences of its decision (including that the decision will be formally recorded and will be disclosable to third parties, where relevant, that it will be notified to the *supervision team* and, where relevant in accordance with rE47, that it will be notified to the *Barrister’s Inn*); and
3. confirming that if the *BSB regulated person* objects to the decision taken by the PCC that he may ask for that the matter to be referred for resolution by a *Disciplinary Tribunal* in accordance with rE49; and
4. where the PCC considers it appropriate in all the circumstances, advising him on to his future conduct either in writing or by directing him to attend on the Chairman of the PCC or on some other *person* nominated by the PCC, to receive such advice.

**rE47** If, when deciding to take no further action on a *complaint* in respect of a Barrister, the PCC nonetheless considers that the circumstances of the *complaint* are relevant to the Barrister’s position as a *pupil supervisor*, it may notify the *Barrister’s Inn* of its concern in such manner as it sees fit.

**rE48** Any decision by the PCC to take no further action will be formally recorded, will be disclosable to certain third parties (in accordance with the *Bar Standards Board’s* policy on publication and disclosure) and may, where appropriate, be referred to the *supervision team* for continuing monitoring and supervision, but will not be made public.

**rE49** The *BSB regulated person* shall have the right to object to a decision of the PCC to take no further action in accordance with Section 5.A5 by asking for that the matter to be referred for resolution by a *Disciplinary Tribunal*. 
Administrative fines and warnings

rE50 Pursuant to rE37.3 above, the PCC may impose an administrative sanction on a BSB regulated person only where:

.1 there is sufficient evidence on the balance of probabilities of a breach of the Handbook by that person; and

.2 the PCC considers that to impose an administrative sanction is a proportionate and sufficient in the public interest.

rE51 In determining the level of administrative sanction to be imposed, the PCC must have due regard to the enforcement strategy and may have regard to such other matters as the Bar Standards Board may consider relevant from time to time.

rE52 The maximum level of a fine which can be imposed by the PCC under rE51 is:

.1 £1,000 (one thousand pounds) where the fine is to be imposed on a BSB regulated individual; and

.2 £1,500 (one thousand and five hundred pounds) where the fine is to be imposed on a BSB authorised body.

rE53 Any decision by the PCC to impose an administrative fine or warning will be formally recorded and may, where appropriate, be referred to the supervision team for continuing monitoring and supervision but will not be disclosed to any third parties except in accordance with rE92 and rE93.

rE54 Any failure by the BSB regulated person to pay the administrative fine within the relevant time is likely to be treated as professional misconduct and shall entitle the PCC to refer the matter to a full Disciplinary Tribunal for disposal.

rE55 The BSB regulated person may appeal a decision of the PCC to impose an administrative sanction in accordance with Section 5.A6.

Disciplinary charges

rE56 If the PCC directs under rE37.5 or rE38 above that a complaint shall form the subject matter of a charge of professional misconduct before a Disciplinary Tribunal and/or that an application should be made to a Disciplinary Tribunal for a disqualification order, the following rules apply.

rE57 At the same time as the PCC directs that a complaint shall form the subject matter of a disciplinary charge and/or disqualification application before a Disciplinary Tribunal, the PCC must also decide whether a three-person panel or a five-person panel is to be constituted.

rE58 Where the direction is made pursuant to rE37.5 (complaint involving conviction for dishonesty or deception), the PCC must direct that a five-person panel is to be constituted.

rE59 In all other cases, in deciding whether to direct the constitution of a three-person or a five-person panel, the PCC shall consider the sanction which it considers is likely to be imposed on the relevant person if the charge or application is proved, having regard to:

.1 any applicable sentencing policy and guidelines issued by the Bar Standards Board and/or the Council of the Inns of Court from time to time; and

.2 the previous disciplinary record of the relevant person; and

.3 any deferred sentence which would be activated if the relevant person were to be found guilty of the charges alleged.
The PCC:

.1 shall direct that a five-person panel is to be constituted if the PCC considers that:

.a the BSB authorised individual would be likely to be disbarred or suspended from practice for more than twelve months; or

.b that the relevant person would be likely to be disqualified indefinitely or for a defined term of more than twelve months; or

.c that the BSB authorised body would be likely to have its authorisation or licence revoked or suspended for a period of more than twelve months;

.2 may refer to a five person panel where it considers it desirable to have a broader range of expertise available, having regard to the subject matter of the complaint.

Otherwise, the PCC must direct that a three-person panel is to be constituted

The PCC must inform the BSB regulated person and the complainant (if any) of the direction that it has made pursuant to rE57. No one may appeal against the decision taken by the PCC under that RULE (and those following).

Where the PCC directs that a three-person panel is to be constituted, the PCC may, if it thinks fit, recommend that a Judge rather than a QC be appointed to act as Chairman of the Panel, giving reasons for any such recommendation.

The PCC may:

.1 refer to the same Disciplinary Tribunal any charges and/or disqualification applications which the PCC considers may conveniently be dealt with together;

.2 refer any additional charges or disqualification applications relating to the same BSB regulated person to the Disciplinary Tribunal which is dealing with the original disciplinary charge or disqualification application (as the case may be), even if the additional charge or application, by itself, may be regarded as insufficiently serious to merit disposal by a Disciplinary Tribunal of that level.

The PCC:

.1 may direct that the prosecution of the charges be expedited if it considers that one or more of the following conditions is satisfied:

.a the facts of the complaint are unlikely to be disputed (for example because it involves a criminal conviction); or

.b witnesses are unlikely to be called for the hearing; or

.c the case should be resolved urgently; or

.d there is some other good reason for expedition; and

.2 must direct that the prosecution of the charges be expedited if the defendant has requested an expedited hearing under Section 5.D.

When the PCC has directed that a complaint shall form the subject matter of a charge or application before a Disciplinary Tribunal, the PCC must be responsible for bringing the charge or application on behalf of the Bar Standards Board and prosecuting that charge before such Disciplinary Tribunal. If so:
.1 the PCC may arrange for the appointment of counsel to settle the charge and to present the case before the Disciplinary Tribunal; and

.2 any charges shall be brought in the name and on behalf of the Bar Standards Board.

Section 5.B applies in respect of the procedure to be followed by the Disciplinary Tribunal.
**A5. Determination by consent**

**rE67** A complaint which the PCC is otherwise intending to refer to the Disciplinary Tribunal in accordance with rE38 above may, with the consent of the relevant person against whom the complaint is made, be finally determined by the PCC. This is referred to as the “determination by consent procedure”.

**rE68** The circumstances in which the determination by consent procedure is to be used, and how it is to be used, are set out below.

**rE69** The PCC must, in deciding whether to make a complaint subject to the determination by consent procedure, consider all the circumstances. The PCC may make the complaint subject to the determination by consent procedure only if:

1. the relevant person submits to the jurisdiction of the PCC; and
2. the PCC considers that:
   1. there is a realistic prospect of a finding of professional misconduct being made in respect of the complaint; and
   2. there are no substantial disputes of fact which can only fairly be resolved by oral evidence being taken; and
   3. there are no exceptional circumstances which would warrant the complaint being dismissed; and
   4. having regard to the regulatory objectives, it is in the public interest to resolve the complaint under the determination by consent procedure; and
   5. the potential professional misconduct or disqualification condition, if proved, combined with:
      1. the relevant person’s previous disciplinary history, and
      2. any deferred sentences which would be activated if the breach or breaches were proved, do not appear to be such as to warrant a period of suspension or disbarment, the withdrawal of an authorisation or licence (as appropriate) or the imposition of a disqualification order (or equivalent by another Approved Regulator).

**rE70** The determination by consent procedure will be conducted in accordance with such procedures as the PCC may prescribe from time to time.

**rE71** The PCC may terminate the determination by consent procedure at any time if it no longer considers that the requirements of rE69 are satisfied, or for any other good reason.

**rE72** If the determination by consent procedure ends other than by a finding and sentence to which the relevant person consents, then the complaint may be referred to a full Disciplinary Tribunal.

**rE73** The PCC must publish any finding and sentence resulting from the determination by consent procedure to the same extent as such publication would have taken place on a finding and sentence by a Disciplinary Tribunal, as provided for in the Disciplinary Tribunal Regulations 2014.

**rE74** If the relevant person accepts a determination by consent, no one may appeal against it.

**rE75** In determining what sanction, if any, to be imposed under the determination by consent procedure, the PCC shall have regard to the relevant enforcement strategy and to any sentencing policy or guidelines issued by the Bar Standards Board and/or by the Council of the Inns of Court from time to time.
The PCC may impose on a relevant person against whom a charge of professional misconduct has been found proved under the determination by consent procedure any one or more the following sanctions:

1. An order to pay a fine to the Bar Standards Board (the amount of such fine to be determined in accordance with the relevant fines policy);

2. the imposition of any conditions on his licence or authorisation (where appropriate);

3. a reprimand by the PCC or an order to attend on a nominated person to be reprimanded;

4. advice by the PCC as to his future conduct or an order to attend on a nominated person to be given advice as to his future conduct;

5. an order to complete (or, in the case of a BSB authorised body, an order to procure that any relevant managers or employees complete) continuing professional development of such nature and duration as the PCC shall direct and to provide satisfactory proof of compliance with this order to the PCC.

Where the PCC has imposed a fine, the confirmation letter to the relevant person must indicate that the relevant person must pay the fine within 28 days of the date when that letter is received, subject to any representations that the relevant person needs extra time to pay. Any application to pay a fine in instalments is to be decided in his discretion by the Chairman of the PCC.

Any failure by the BSB regulated person to pay a fine within the relevant timescale is likely to be treated as professional misconduct and will entitle the PCC to refer the matter to a full Disciplinary Tribunal for disposal.

Where a sanction imposed by the PCC includes a fine, that element of the sentence may be directed by the PCC to have deferred effect. A sentence may be deferred for a period which is no less than six months and no more than two years long (the "period of deferral").

A deferred sentence is liable be activated where the relevant person is later found (whether during the period of deferral or afterwards) to have committed professional misconduct during the period of deferral.

Where the PCC finds that there has been professional misconduct during the period of deferral, it must (at the same time as imposing sentence for the professional misconduct) activate the sentence which had been deferred, save in exceptional circumstances.

For the avoidance of doubt, the PCC may (where the conditions for activation of a deferred sentence are satisfied) activate a deferred sentence imposed by a Disciplinary Tribunal, so long as the total sanction imposed does not exceed the powers of the PCC set out in rE76 above.

The PCC may not make an award of costs when dealing with a complaint under the determination by consent procedure.
A6. Appeals

BSB regulated person’s right to appeal from a decision to take no further action or from a decision to impose an administrative sanction

rE84 A BSB regulated person has a right to appeal from a decision to impose an administrative sanction. That appeal is to an appeal panel constituted under the auspices of the Council of the Inns of Court in the same composition as a three-person panel constituted under rE133 of the Disciplinary Tribunal Regulations 2014.

rE85 An appeal, if made, shall be made by the BSB regulated person sending to the Chairman of the PCC, within 28 days of the imposition of the administrative sanction, a notice identifying the decision of the PCC appealed against, the decision the BSB regulated person contends for, the grounds of such appeal and a statement whether the BSB regulated person requires his appeal to be disposed of at an oral hearing. If the BSB regulated person does not expressly request an oral hearing, the appeal will be dealt with by a review of the papers. The appeal is a review of the original decision, not a re-hearing.

rE86 The notice must be accompanied by such sum as may be prescribed by the Bar Standards Board from time to time, such sum being payable to the Bar Standards Board to defray expenses.

rE87 Where the appeal is to be dealt with at an oral hearing then:

.1 at least 5 working days before the time set for the appeal, the PCC will provide each member of the appeal panel and the BSB regulated person with a paginated bundle of the correspondence and other documents on its files relating to the original decision; and

.2 the BSB regulated person may be represented at the hearing.

rE88 The appeal panel must decide whether to set aside or to vary the original decision.

rE89 If the appeal panel allows the appeal in whole or in part, the appeal panel may direct that any administrative fine or appeal fee already paid by the BSB regulated person be refunded either in whole or in part: but the appeal panel has no power to award costs.
A7. Reopening or reconsidering complaints which have been disposed of

rE90 The PCC may reopen or reconsider a complaint which has been disposed of, unless it has been disposed of by a Disciplinary Tribunal:

.1 where new evidence becomes available to the PCC which leads it to conclude that it should do so, or

.2 for some other good reason.

rE91 Following such reopening or reconsideration, the PCC may take any further or different action it thinks fit, as if any earlier decision had not been made, provided that if the complaint has already been referred to a Disciplinary Tribunal and charges have been served on the defendant or the application has been served on the Respondent (as the case may be) then the PCC’s may only instruct counsel for the Bar Standards Board to:

.1 offer no evidence on a charge or application, or

.2 apply to the Directions Judge for:

.a the making of amendments to the charge or application; or

.b leave to bring additional charges or applications.
**A8. Confidentiality**

The Bar Standards Board must keep complaints confidential. The Bar Standards Board must not disclose the fact that a complaint has been made or details of the complaint, or of its disposal save as specified in this Section 5.A8 or as otherwise required by law.

Disclosure may be made:

1. for the purpose of investigating the complaint; or
2. for the purpose of keeping the complainant and the relevant person informed of the progress of the complaint; or
3. for the purpose of publicising any forthcoming public hearing of charges arising from the complaint; or
4. where the complainant and the relevant person consent; or
5. where the purposes of rE42 of this Section 5.A; or
6. where the publication of a finding is required by the provisions of the Disciplinary Tribunals Regulations 2014 or the Disqualification Panel Regulations; or
7. subject to rE94, in response to a request from the selection panel or a member of its secretariat in respect of an application by a barrister for silk; or from any body responsible for the appointment of judges in respect of an application for judicial appointment; or from some other body or the authorised individual for a certificate of good standing in respect of a barrister; or from one of the Inns of Court in respect of an application from a barrister to become a pupil supervisor; or
8. for the purposes of providing examples of the types of behaviour that may constitute breaches of the Handbook either externally or internally within the Bar Standards Board, provided that where disclosure occurs in these circumstances although details of the individual complaints may be published, any relevant party's identities will remain anonymous; or
9. with the approval of the PCC, for any other good reason.

Where a disclosure is made pursuant to rE93.7 above, if any complaint has been made against the barrister concerned which has not been disposed of by the PCC under these Rules, or dismissed by any Disciplinary Tribunal or by any other body to which it may have referred by the PCC, the Bar Standards Board shall simply indicate that a complaint has been received which has not been dismissed.

Where any finding of professional misconduct has been made (whether by a Disciplinary Tribunal, the Visitors, the High Court or the PCC in the course of a determination by consent), the Bar Standards Board and/or the Council of the Inns of Court must publish on the relevant website(s) the name of the BSB regulated person against whom that finding was made, the nature of that finding, the sentence imposed and any other information about the finding and sentencing which the Bar Standards Board considers it is in the interests of the public to publish, unless the body making the finding directs otherwise.

Where any disqualification order has been made (whether by a Disciplinary Tribunal or the Visitors or the High Court), the Bar Standards Board and/or the Council of the Inns of Court shall publish on the relevant website(s) the name of the relevant person against whom the order has been made and its terms.

Where any interim suspension or interim disqualification order has been made or interim conditions imposed, the Bar Standards Board must publish on the Bar Standards Board’s website the name of the relevant person against whom the order has been made and its terms.
A9. **Interpretation**

rE98 In these *Complaints Regulations* all italicised terms shall be interpreted in accordance with the definitions in Part 4.

rE99 If a barrister is a member of more than one Inn, references in these Regulations to his *Inn* shall mean the *Inn* by which he was called, unless he is a Bencher in which case his *Inn* shall mean the *Inn* of which he is a Bencher.
A10. Commencement

**rE100** This Section 5.A shall come into force in accordance with the provisions of Part 1 of this Handbook.
B. THE DISCIPLINARY TRIBUNALS REGULATIONS 2014

B1. Arrangement of regulations

These Disciplinary Tribunal Regulations 2014 are organised as follows:

- Service of Charges and/or Applications
- Documents to be served on the defendant
- Directions etc
- Setting the date, appointing a tribunal and issuing a Convening Order
- The Disciplinary Tribunal
- Provision of documents to the Disciplinary Tribunal
- Procedure at the hearing
- Decision of a court or tribunal
- Absence of defendant
- Recording of proceedings
- Amendment of charge(s) and/or application(s)
- Adjournment
- The finding
- The sentence
- Sentence of suspension from practice or from authorisation or licensing
- Power to order that a sentence has deferred effect
- Power to activate a deferred sentence
- Wording of the sentence when defendant not present
- Report of finding and sentence
- Appeal to the High Court
- Appeal: sum payable
- Action to be taken by the Inn (in circumstances where a Barrister has been sentenced to be disbarred or suspended)
- Action to be taken by the Council of the Inns of Court (in all other circumstances)
- Publication of finding and sentence
- Suspension/withdrawal of practising rights pending the hearing of any appeal
- Costs
- Miscellaneous
- Exclusion from providing representation funded by the Legal Aid Agency – Application for termination
- Citation, commencement and revocation
- Annex 1: Sentencing powers against Barristers
- Annex 2: Sentencing powers against BSB authorised bodies other than BSB licensed bodies
- Annex 3: Sentencing powers against licensed bodies
- Annex 4: Sentencing powers against registered European Lawyers
- Annex 5: Sentencing powers against all other BSB regulated persons
- Annex 6: Standard Directions
B2. The regulations

Service of charges and/or applications

rE101 Once the PCC has decided to refer a matter to a Disciplinary Tribunal in accordance with Section 5.A, the Bar Standards Board must appoint a person or persons to represent the Bar Standards Board in respect of the charge(s) and or application(s).

rE102 The BSB Representative, once appointed, must ensure that a copy of the charge(s) and/or application(s) is served on the relevant defendant(s), together with a copy of these Regulations not later than 10 weeks (or 5 weeks if the PCC has directed that the prosecution of the charges be expedited) after the date on which by the PCC decides to refer the matter to a Disciplinary Tribunal.

rE103 The BSB Representative must at the same time ensure that copies of the charge(s) and/or application(s) are sent to the President.

Documents to be served on the defendant

rE104 As soon as practicable after the issue of the charges and/or applications to the defendant(s), the BSB representative must give the defendant(s):

.1 a copy of the evidence of any witness intended to be called in support of any charge(s) or application(s) (which, for the avoidance of doubt, may be a formal witness statement or an informal document such as a letter or attendance note); and

.2 a copy of any other documents intended to be relied on by the BSB Representative; and

.3 either:

.a the standard directions which, subject to rE107, automatically apply to the case and must include such timetable as may be considered reasonable by the BSB representative, having regard to the facts of that case; or

.b the standard directions, together with any proposed amendments to the standard directions that the BSB representative considers reasonable; and

.4 details of any special directions for which the BSB Representative proposes, in default of agreement, to apply for (which may include, but are not limited to):

.a any of the matters listed at rE107.2 below; or

.b an application for leave to amend and/or add charges and/or applications.

rE105 If the documents referred to in rE104.1 and/or rE104.2 are not sent to the defendant(s) within 28 days of the service of the charges on the defendant(s) in accordance with rE102 above, then the BSB representative must provide to the defendant(s) within that period:

.1 details of the evidence that is still being sought; and

.2 details of when it is believed that it will be practicable to supply that evidence to the defendant(s).

rE106 Nothing in rE104 or rE105 above shall prevent a Disciplinary Tribunal from receiving the evidence of a witness which has not been served on the defendant(s) in accordance with s rE104 or rE105, or of a document not included in the list of documents referred to at rE104.2 above, provided that the Tribunal is of the opinion either that this does not materially prejudice the defendant(s), or that the evidence is accepted on such terms as are necessary to ensure that no such prejudice occurs.
Directions etc

rE107 Within 21 days, after they receive the standard directions (or, where relevant, the special direction of which the BSB Representative has given notice in accordance with rE104.4) the defendant(s) must:

.1 provide to the BSB representative written submissions explaining why the standard directions and, where relevant, any special directions of which the BSB representative gave notice under rE104.4 above, should be amended, withdrawn or added to; and

.2 confirm whether they intend, if no of agreement is reached, to make any of the following applications for special directions, namely:

.a an application to sever the charges and/or applications;

.b an application to strike out the charges and/or applications which relate to the defendant who makes the application;

.c an application to stay the proceedings;

.d an application about the admissibility of documents;

.e an application for disclosure of documents in accordance with rE116.2.c;

.f an application to extend or abridge any relevant time limits;

.g an application to adjourn the substantive hearing;

.h an application for the hearing to be held in private;

.i an application for separate hearings or an application that proceedings pending against separate defendants be dealt with at the same hearing; or

.j any other application for special directions (which the defendant considers reasonable, having regard to the facts of the case).

rE108 If, in a case where the BSB representative has not suggested any amendments to the standard directions pursuant to rE104.3.b above or proposed any special directions in accordance with rE104.4 above, a defendant does not provide the information referred to in rE107.1 within the relevant twenty one day period, the defendant will be deemed to have accepted the standard directions and they shall be deemed to apply to the particular matter, save and in so far as they may have been modified on the application of any other defendant to the same proceedings which was made within the relevant twenty one day period. The BSB representative must forthwith serve on the President any directions which are deemed to apply to the matter in accordance with this rE108.

rE109 If, in a case where the BSB representative has suggested amendments to the standard directions pursuant to rE104.3.b above and/or has proposed some special directions in accordance with rE104.4 above, a defendant does not provide the information referred to in rE107.1 within the relevant twenty one day period, the BSB representative must invite the President to appoint a Directions Judge in accordance with rE113 below and, once a Directions judge has been appointed, the BSB representative must apply to him to endorse the proposed amendments to the standard directions or the proposed special directions (as appropriate), in accordance with the procedure in rE114 to rE123 below.

rE110 Within fourteen days of the date when he receives any written submissions from a defendant in accordance with rE107.1 and/or rE107.2 above, the BSB representative must consider them and must during that fourteen day period:
1. inform the defendant(s) of those changes to the standard directions or the special directions (as appropriate) which he is able to agree; and
2. seek to agree with the defendant(s) such other changes to the standard directions or the special directions (as appropriate) as may be acceptable to all parties.

Where the parties, pursuant to RE110 above, agree the directions and special directions which are to apply to the case, those directions will apply to the case and the BSB representative must forthwith serve those directions on the President.

If, after the end of the fourteen day period referred to in RE110 above the parties have not agreed any of the standard directions or special directions (as appropriate) the BSB representative must send to the President the following (where relevant):

1. a copy of the standard directions and/or special directions which have been agreed;
2. any written submissions received from the defendant(s) in accordance with RE107.1;
3. any notice from the defendant(s) that they may be intending to make an application referred to at RE107.2; and
4. the BSB Representative’s response to any such request(s) and/or submissions.

When the President has received the documents referred to in RE112 above, the President must designate a Judge or Queen’s Counsel (“the Directions Judge”) to exercise the powers and functions conferred on the Directions Judge in the following Regulations the Directions Judge must not be the person who Chairs the Disciplinary Tribunal once convened subject to RE218.

The President must ensure that copies of the charge(s) or application(s), together with the documentation referred to at RE104 and/or RE107, are sent to the Directions Judge once he has been designated.

When he receives the relevant documents, the Directions Judge must consider any submissions about directions in an appropriate case, the Directions Judge may decide that an oral directions hearing is necessary.

If the Directions Judge considers that no oral hearing is necessary, then:

1. he must make an order setting out those directions which are to apply in the case taking into account all the relevant circumstances, including any written submissions of the parties and his own findings; and
2. what documents are to be admitted;
3. what documents which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
4. whether any of the applications referred to at RE104 and/or RE107 are to be dealt with;
5. what documents are to be admitted;
6. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
7. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
8. whether any of the applications referred to at RE104 and/or RE107 are to be dealt with;
9. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
10. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
11. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
12. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
13. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
14. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
15. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
16. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
17. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
18. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
19. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
20. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
21. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
22. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
23. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
24. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
25. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
26. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
27. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
28. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
29. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
30. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
31. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
32. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
33. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
34. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
35. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
36. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
37. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
38. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
39. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
40. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
41. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
42. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
43. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
44. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
45. what documents, which are in the Bar Standards Board’s possession or control, and which may support a defence or undermine the Bar Standards Board’s case should be disclosed;
46. how any of the applications referred to at RE104 and/or RE107 are to be dealt with;
.f the extension or abridgement of any time limit governing the proceedings;

.g fixing the date for the hearing;

.h such other matters as he consider are expedient for the efficient conduct of the hearing.

rE117 If the Directions Judge considers that an oral hearing is necessary, the Directions Judge must give written notice to the BSB representative and the defendant(s) that an oral hearing is to be held for the purpose of giving directions and taking such other steps as he considers suitable for the clarification of the issues before the tribunal and generally for the just and expeditious handling of the proceedings. The Directions Judge shall also provide the BSB representative and the defendant(s) with a time estimate for the oral directions hearing.

rE118 Within 7 days of receiving the notice referred to in rE117 above the BSB representative and the defendant(s) must notify the President and the other party of their and, where relevant, their Counsel’s available dates and times during the six week period immediately after the date of that notice.

rE119 The President must try to find a date and time within that six week period which are convenient for all parties. If that is not possible, the Directions Judge must fix a date and time for the oral directions hearing within that six week period and must notify the BSB representative and the defendant(s) of that date and time.

rE120 At the hearing when convened the Directions Judge may deal with, amongst other things, all of the issues referred to at rE116 above.

rE121 A Clerk must take a note of the proceedings at any oral directions hearing and must draw up a record of the directions given and/or any admissions made at it.

rE122 After the oral directions hearing (or, if one was not required, after the review of the papers by the Directions Judge) the President must ensure that copies of the directions order are served on the BSB representative and on the defendant(s).

rE123 The directions order served by the President under rE122 is be final, and there is no appeal against it.

rE123a For the avoidance of doubt, the Directions Judge, or the Chairman of the Disciplinary Tribunal designed in the Convening Order (or failing the Directions Judge or the Chairman, any other Judge nominated by the President) may:

.1 upon the application of either party at any time extend or abridge any time limit governing the disciplinary procedures on such terms as he thinks just;

.2 upon the application of either party, or of his own motion, hold preliminary hearings for the purpose of giving any further directions or taking any other steps which he considers necessary for the proper conduct of the proceedings;

.3 adjourn any preliminary hearing from time to time and for such periods of time as he considers appropriate and set such time limits as he may decide for action to be taken during such adjournments; or

.4 consider applications for adjournments of the substantive hearing prior to that Hearing and grant such adjournments as he considers appropriate.

Setting the date, appointing a tribunal and issuing a convening order

rE124 This regulation applies where, after the deemed acceptance, later agreement, of directions, or the service of a directions order by the President, the date of the hearing has not been fixed. Where this Regulation applies, each party must submit details of its availability for the substantive hearing to
the Council of the Inns of Court in accordance with the directions. After he receives such details, or, where no such details are provided, once the time for providing such details has expired, the President must fix, the date of the substantive hearing having regard to the availability of the parties (if provided) and the need for the prompt determination of any charges and/or application(s) made against the defendant(s), in accordance with the provisions of these Regulations. The President must also inform all parties of the date fixed for the hearing as soon as reasonably practicable after he has fixed the date.

rE125 On

.1 the deemed acceptance or later agreement of the standard directions by the parties; or receipt of the directions order from the President; or

.2 where the date of the hearing has not been fixed in the directions referred to in rE125.1 above, the fixing of the date of the hearing in accordance with rE124 above.

the President must, in all cases,

.a appoint an appropriate Disciplinary Tribunal to sit on the relevant date(s), taking into account the requirements of these Regulations;

.b appoint a person or persons to act as Clerk or Clerks to the Disciplinary Tribunals to perform the functions specified in these Regulations and such other functions as the President, Directions Judge or the Chairman of any Tribunal may direct. No person who has been engaged in the investigation of a complaint or application against a defendant in accordance with the relevant procedure or otherwise shall act as Clerk of proceedings under these Regulations arising out of that complaint;

.c not less than fourteen days before the date of the substantive hearing, serve an order on the defendant(s) (“the convening order”) specifying:

.i the name of the defendant(s) to the proceedings and such other information as may be relevant to the defendant(s), for example:

(1) where any defendant is a barrister, details of the barrister’s Inn, his date of call and (if appropriate) the date of his appointment as Queen’s Counsel, and details of whether or not the barrister was acting as a self-employed barrister or an employed barrister (and, in the latter case, details of his employer, including whether or not it is a BSB authorised body) and if the barrister was acting as a HOLP or manager of an authorised body, identifying this fact and identifying the authorised body and whether or not it is a BSB authorised body;

(2) where any defendant is a BSB authorised body, details of the date when that body was so authorised or licensed with a summary of the number of barristers and other individuals working within that BSB authorised body; and

(3) where any defendant is another type of BSB regulated person, details of whether or not the BSB regulated person is an authorised (non-BSB) person or is otherwise subject to regulation by any other regulator and, if so, the identity of that regulator, and the role of that individual, including whether he was acting as a HOLP, HOFA, manager or employee of an authorised body and identifying that authorised body and its Approved Regulator;

(4) where any defendant is a non-authorised individual employed by a BSB authorised person, details of the role of by that individual and identifying the BSB authorised person who directly or indirectly employs the defendant;
.ii the date and time of the sitting of the Disciplinary Tribunal at which it is proposed the charge(s) and/or application(s) should be heard; and

.iii the names and status (that is, as Chairman, as lay member, as barrister or other) of those persons who it is proposed should constitute the Disciplinary Tribunal to hear the case; and

.iv the name of the Clerk,

and send copies of that Convening Order to the nominated members of the Disciplinary Tribunal, the BSB Representative, and the Clerk. In the Order the attention of the defendant(s) will be drawn to:

(1) their right to represent themselves or be represented by counsel, with or without instructing a solicitor, as they shall think fit; and

(2) their right to inspect and be given copies of documents referred to in the list served pursuant to rE104 above; and

(3) their right (without prejudice to their right to appear and take part in the proceedings) to deliver a written answer to the charge(s) and/or application(s) if they think fit.

rE126 The defendant(s) may, when they receive the Convening Order, give notice to the President objecting to any one or more of the proposed members of the Disciplinary Tribunal. He must give this notice as soon as is reasonably practicable and must specify the grounds for his objection.

rE127 When the President receives such an objection, he must, if satisfied that it is justified (but subject to rE128), exercise the power conferred on him by rE139 to nominate a substitute member or members of the Tribunal, and must notify the defendant(s) accordingly. When they receive that notification, the defendant(s) may; object to any substitute member or members, in the same way as they may object under rE126; above.

rE128 No objection to any member of the Tribunal may be made, or if made, may be upheld, on the grounds only that he knows, or might have known, about a previous application to disqualify, or a charge of professional misconduct, or of breach of proper professional standards, or a charge consisting of a legal aid complaint, against the defendant(s), or any finding on any such application or charge, or any sentence imposed on the defendant(s) in connection with any such application or charge.

rE129 The Convening Order must inform the defendant(s) of the rights conferred by rE126.

The Disciplinary Tribunal

Hearing in private

rE130 The hearing before a Disciplinary Tribunal must be in public, unless it has been directed that it is not to be held in public, and that direction has not been overruled by the tribunal.

Composition of disciplinary tribunals

rE131 A Disciplinary Tribunal must consist of either three persons or five persons.

rE132 A five-person panel must include the following persons nominated by the President:

.1 as chairman, a Judge; and

.2 at least one lay member; and

.3 at least one practising barrister of not less than seven years’ standing.
A three-person panel shall include the following persons nominated by the President:

1. as chairman, a Queen’s Counsel or a Judge; and
2. one lay member; and
3. one practising barrister of not less than seven years’ standing.

In deciding who will sit on the panel the President must have regard to the nature of the charge(s) and/or application(s) being determined and to the identity of the defendant(s) against whom the charges have been made. When constituting the panel, as well as taking into account the requirements of rE132 and rE133 above and rE135 below, the President must also have regard to (but shall not be bound by) any recommendations by the PCC, which may include a recommendation that a Judge rather than a Queen’s Counsel be appointed to act as Chairman of a three-person panel.

A person must not be nominated to serve on a Disciplinary Tribunal if they:

1. are a member of the Bar Council or of any of its committees; or
2. are a member of the Bar Standards Board or of any of its committees; or
3. was a member of the Bar Standards Board or of any of its committees at any time when the matter was being considered by the Bar Standards Board.

The President may publish qualifications or other requirements made for those appointed to serve on a Disciplinary Tribunal and those appointed to be Clerks.

For the purposes of rE132 and rE133, a Judge includes:

1. a puisne judge of the High Court;
2. a judge of the Court of Appeal;
3. a Circuit judge;
4. a Recorder who has been authorised to sit as a judge of the High Court under section 9(1) of the Supreme Court Act 1981;
5. a deputy judge of the High Court appointed under section 9(4) of the Supreme Court Act 1981; and
6. a person who has been a judge of the Court of Appeal, or a puisne judge of the High Court, or a Circuit Judge, provided that he remains permitted by virtue of section 9 of the Supreme Court Act 1981 to be requested to act as a judge of the High Court, or is eligible for appointment as a deputy Circuit judge under section 24 of the Courts Act 1971.

If a vacancy in the Disciplinary Tribunal arises before the substantive hearing of the charge, the President must choose another member of the relevant class to fill that vacancy.

At any time before the substantive hearing of the charge starts, the President may cancel any or all of the nominations made pursuant to these Regulations, and make such alternative nominations as, in the exercise of his discretion, he deems necessary or expedient, provided always that the President notifies the defendant(s) of the identity of such substitutes as soon as is reasonably practicable after he has chosen them. The defendant(s) may object to such substitute members in the same way as they may object under rE126.
The proceedings of a five-person panel will not be invalidated on the sole ground that after the Convening Order has been issued (in accordance with rE125 above), one or more of the members becomes unable to act or is disqualified from acting, provided that:

.1 the chairman and at least one lay member are still able to act and are present throughout the substantive hearing; and

.2 the number of members present throughout the substantive hearing of the charge is not reduced below three.

A member of a Disciplinary Tribunal who has been absent for any time during a sitting shall take no further part in the proceedings.

Provision of documents to the Disciplinary Tribunal

There shall be provided to each member of the Disciplinary Tribunal before the start of the substantive hearing copies of the following documents:

.1 the convening order;

.2 the charge(s) and/or application(s) and any particulars of them;

.3 any documents which the BSB representative or the defendant(s) propose to rely on, unless a direction has been made that copies of such documents be withheld;

.4 any written answer to the charge(s) and/or application(s) submitted by or on behalf of the defendant(s);

.5 such other documents as have been agreed or directed to be laid before the Tribunal before the start of the hearing; and

.6 the standard directions (as amended by the parties) and any agreed special directions, or failing such agreement, the directions order served by the President pursuant to rE122.

Procedure at the hearing

The Tribunal must apply the criminal standard of proof when deciding charges of professional misconduct and in deciding whether the disqualification condition has been established.

The rules of natural justice apply to proceedings of a Disciplinary Tribunal. Subject to those, the Tribunal may:

.1 (subject to rE145 below) admit any evidence, whether oral or written, whether given in person, or over the telephone, or by video link, or by such other means as the Tribunal may deem appropriate, whether direct or hearsay, and whether or not it would be admissible in a court of law;

.2 give such directions with regard to the conduct of, and procedure at, the hearing, and, with regard to the admission of evidence at the hearing, as it considers appropriate for securing that a defendant has a proper opportunity of answering the charge(s) and/or application(s) made against him, or otherwise as shall be just;

.3 exclude any hearsay evidence if it is not satisfied that reasonable steps have been taken to obtain direct evidence of the facts sought to be proved by the hearsay evidence.

Any party may refer to the fact (if relevant) that the determination by consent procedure was used before the complaint was referred as a charge before a Disciplinary Tribunal. However, no reference may be made to the substance of the procedure (including, without limitation, any reference to the contents of any report produced in the course of such procedure, or to the circumstances in which the determination by consent procedure ended), unless and until the defendant refers to the substance
of the procedure in the course of presenting his case, or when he is being sentenced, once the facts have been found.

**Decision of a court or tribunal**

**rE146** In proceedings before a Disciplinary Tribunal which involve the decision of a court or tribunal in previous proceedings to which the defendant was a party, the following rules shall apply:

.1 a copy of the certificate of conviction relating to the offence shall be conclusive proof that the defendant committed the offence;

.2 any court record of the findings of fact upon which the conviction was based (which may include any document prepared by the sentencing judge or a transcript of the relevant proceedings) shall be proof of those facts, unless proved to be inaccurate;

.3 the finding and sentence of any tribunal in or outside England and Wales exercising a professional disciplinary jurisdiction may be proved by producing an official copy of the finding and sentence and the findings of fact upon which that finding or sentence was based shall be proof of those facts, unless proved to be inaccurate; and

.4 the judgment of any civil court may be proved by producing an official copy of the judgment, and the findings of fact upon which that judgment was based shall be proof of those facts, unless proved to be inaccurate.

**rE147** In proceedings before a Disciplinary Tribunal which involve the decision of a court or tribunal in previous proceedings to which the defendant was not a party, the provisions of rE146 do not apply.

**Absence of defendant**

**rE148** If a Disciplinary Tribunal is satisfied that the relevant procedure has been complied with and the defendant has been duly served (in accordance with rE216 of these Regulations) with the documents required by rE102, rE104, and rE125.2.c (as appropriate) but that defendant has not attended at the time and place appointed for the hearing, the Tribunal may nevertheless proceed to hear and determine the charge(s) or application(s) relating to that defendant if it considers it just to do so, subject to compliance with rE180.1 in respect of that defendant if the Disciplinary Tribunal finds any charge or application proved.

**rE149** If the relevant procedure has not been complied with, but a Disciplinary Tribunal is satisfied that it has not been practicable to comply with it, the Tribunal may hear and determine the charge(s) or application(s) in the absence of that defendant, if it considers it just to do so, subject to compliance with rE180.2 in respect of that defendant if the Disciplinary Tribunal finds any charge or application proved.

**rE150** If the procedure under rE149 has been followed, the defendant may apply to the Directions judge for an order that there should be a new hearing before a fresh Disciplinary Tribunal.

**Recording of proceedings**

**rE151** The Clerk must arrange for a record of the proceedings before a Disciplinary Tribunal to be made, either by a shorthand writer, or by a recording machine.

**Amendment and addition of charge(s) and/or application(s)**

**rE152** A Disciplinary Tribunal may at any time before or during the hearing direct the charge(s) and/or application(s) against any defendant to be amended, or that new charge(s) and/or application(s) be added, provided that:

.1 that the Tribunal is satisfied that no defendant will by reason of such an amendment or addition suffer any substantial prejudice in the conduct of his defence; and
that the Tribunal will, if so requested by a defendant, adjourn for such time as is reasonably necessary to enable that defendant to meet the charge(s) or application(s) as so amended in respect of him.

**Adjournment**

rE153 Subject to the provisions of rE154, the Disciplinary Tribunal must sit from day to day until it has made a finding and, if any charge or application is found proved, until sentence has been pronounced.

rE154 A Disciplinary Tribunal may, if the Tribunal decides an adjournment is necessary for any reason, adjourn the hearing for such period or periods as it may decide.

**The finding**

rE155 At the end of the hearing, the Disciplinary Tribunal must record in writing its finding(s) on each charge or application, and its reasons. That record must be signed by the chairman and by all members of the Tribunal. If the members of the Disciplinary Tribunal do not agree on any charge or application, the finding to be recorded on that charge or application must be that of the majority. If the members of the Disciplinary Tribunal are equally divided on any charge or application, then, as the burden of proof is on the Bar Standards Board, the finding to be recorded on that charge or application must be that which is the most favourable to the defendant. The chairman of the Disciplinary Tribunal must then announce the Disciplinary Tribunal’s finding on the charge(s) or application(s), and state whether each such finding was unanimous or by a majority.

rE156 In any case where the Disciplinary Tribunal dismisses the charge(s) and/or application(s), it may give advice to the defendant about his future conduct.

**The sentence**

rE157 If the Disciplinary Tribunal finds any of the charges or applications proved against a defendant, it may hear evidence of any previous disqualification order, or finding of professional misconduct, or of breach of proper professional standards by the Bar Standards Board, or by any other regulator, or any finding on a charge consisting of a legal aid complaint against that defendant, or of the outcome of any previous determination by consent procedure. After hearing any representations by or on behalf of the defendant, the Disciplinary Tribunal must decide what sentence to impose on a defendant, taking into account the sentencing guidelines, must record its sentence in writing, together with its reasons. If the members of the Tribunal do not agree on the sentence to be imposed on a defendant, the sentence to be recorded must be that decided by the majority. If the members of the Disciplinary Tribunal are equally divided on the sentence to be imposed on a defendant, the sentence to be recorded must be that which is the most favourable to the defendant. The chairman of the Disciplinary Tribunal must then announce the Disciplinary Tribunal’s decision on sentence and state whether the decision was unanimous or by a majority.

rE158 Subject to rE159 below:

.1 a defendant against whom a charge of professional misconduct has been found proved may be sentenced by the Disciplinary Tribunal as follows:

.a in the case of barristers, in accordance with Annex 1 to these Regulations;

.b in the case of a BSB authorised body, in accordance with Annex 2 to these Regulations;

.c in the case of a licensed body, in accordance with Annex 3 to these Regulations;

.d in the case of registered European lawyers, in accordance with Annex 2 to these Regulations;

.e in the case of all other BSB regulated persons, in accordance with Annex 3 to these Regulations;
in the case of a defendant who is a relevant person in respect of whom the Disciplinary Tribunal finds the disqualification condition to be established, the Disciplinary Tribunal may make a Disqualification Order if the Disciplinary Tribunal considers that the making of such a Disqualification Order is a proportionate sanction and is in the public interest (there being no other available sentence in respect of a relevant person who is a non-authorised individual directly or indirectly employed by a BSB authorised person).

rE159 In any case where a charge of professional misconduct has been found proved, the Disciplinary Tribunal may decide that no further action should be taken against the defendant.

rE160 A three-person panel must not:

.1 disbar a barrister or suspend a barrister’s practising certificate for a period longer than twelve months; or

.2 revoke the authorisation or licence (as appropriate) of a BSB authorised body or suspend it for a period longer than twelve months; or

.3 remove a registered European lawyer from the register of European lawyers; or

.4 impose a sentence of suspension on any BSB regulated person for a prescribed period longer than twelve months; or

.5 impose a Disqualification Order for more than twelve months.

This Regulation does not prevent a three-person panel making an order in accordance with rE161 below.

rE161 In the event that a three-person panel considers that a case before it merits (in conjunction with any deferred sentence) the imposition on a defendant of any of the sentences referred to in rE160 above or the three-person panel otherwise considers that the case of a particular defendant is complex enough to warrant sentencing by a five-person panel:

.1 the three-person panel must refer the case to a five-person panel for it to sentence that defendant (but may proceed to sentence any other defendants to the proceedings in respect of whom this rE161 does not apply);

.2 the three-person panel must, in order to help the five-person panel, prepare a statement of the facts as found (and, where relevant, the sentences passed on any other defendants to the proceedings). The defendant cannot challenge the facts found by the three-person panel; and

.3 the three-person panel must direct within what period of time the sentencing hearing before the five-person panel is to be held and make appropriate directions for the parties to provide the President with their dates of availability.

rE162 Following a referral by a three-person panel under rE161, the five-person panel must be constituted in accordance with rE132. The defendant must be informed as soon as practicable of the names and status (that is, as Chairman, as lay member, as barrister or other) of those persons who it is proposed will constitute the five-person panel. The defendant may, when he is so informed, give notice to the President objecting to any one or more of the proposed members of the panel. That notice must be given as soon as is reasonably practicable, must specify the ground of objection, and must be dealt with in accordance with rE127 and rE128.

rE163 The President must fix the date for the sentencing hearing and in so doing shall have regard to the availability of the parties, save that the President may disregard the availability of any party where that party has failed to provide any, or any reasonable dates of availability. As soon as is reasonably
practicable after he has fixed the sentencing hearing, the President must inform all the parties of that date.

rE164 If the five-person panel is satisfied that the requirements of rE162 and rE163 above have been complied with, and the defendant has not attended at the time and place appointed for the sentencing hearing, the five-person panel may nonetheless sentence the defendant, provided that it complies with rE180.3.

rE165 If the five-person panel is satisfied that it has not been practicable to comply with the requirements of rE162 and rE163, above, and the defendant has not attended at the time and place appointed for the sentencing hearing, the five-person panel may nonetheless sentence the defendant, provided that it complies with rE180.4.

rE166 If the procedure under rE165 has been followed, the defendant may apply to the Directions Judge for an order that there should be a new sentencing hearing before a fresh five-person panel.

rE167 Sections 41 and 42 of the Administration of Justice Act 1985 (as substituted by Section 33 of the Legal Aid Act 1988 and as amended by Schedule 4 to the Access to Justice Act 1999) confer certain powers (relating to the reduction or cancellation of fees otherwise payable by the Legal Aid Agency in connection with services provided as part of Criminal Legal Aid and Civil Legal Aid and to the exclusion from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid) on a Disciplinary Tribunal in the cases to which those Sections apply). Accordingly:

.1 any Disciplinary Tribunal which hears a charge consisting of a legal aid complaint relating to the conduct of a defendant who is a barrister may if it thinks fit (and whether or not it sentences the defendant in accordance with rE158.1 in respect of any conduct arising out of the same legal aid complaint) order that any such fees as are referred to in Section 41(2) of the Act of 1985 shall be reduced or cancelled;

.2 where a Disciplinary Tribunal hears a charge of professional misconduct against a defendant who is a barrister it may (in addition to, or instead of, sentencing that defendant in accordance with rE158.1) order that he be excluded from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid, either temporarily, or for a specified period, if it determines that there is a good reason to exclude him arising from (i) his conduct in connection with any such services as are mentioned in Section 40(1) of the Act of 1985; or (ii) his professional conduct generally.

rE168 Whether or not a Disciplinary Tribunal finds any charge or application proved against a barrister who is a pupil supervisor, if the Disciplinary Tribunal considers that the circumstances of the complaint are relevant to the defendant in his capacity as a pupil supervisor, it may notify the defendant’s Inn of those concerns in such manner as it sees fit.

rE169 If a barrister is a member of more than one Inn, each Inn of which he is a member must be mentioned in the sentence imposed on him.

Sentence of suspension from practice or from authorisation or licensing or imposition of conditions

rE170 For the purposes of rE171 to rE173:

.1 The effect of a sentence of suspension for a BSB authorised individual is that:

.a the defendant’s practising certificate is suspended for the period of the suspension;

.b any and all enjoyment of all rights and privileges as a member of the Inn(s) of which he is a member are suspended for the period of the suspension; and
.c the defendant is prohibited from practising as a barrister, or holding himself out as being a barrister when providing legal services or as otherwise being authorised by the Bar Standards Board to provide reserved legal activities or when describing himself as a Barrister in providing services other than legal services (whether or not for reward) unless he discloses the suspension;

.2 the effect of a sentence of suspension for a registered European lawyer shall mean that the defendant is suspended from the register of European lawyers maintained by the Bar Standards Board and is, for so long as he remains suspended:

.a prohibited from holding himself out as registered with the Bar Standards Board; and;

.b not authorised to practice.

.3 The effect of a sentence of suspension for a BSB authorised body shall mean that the body’s authorisation or licence is suspended for the period of the suspension such that the defendant is not an authorised person for that period;

.4 The effect of a sentence on a BSB authorised individual or a registered European lawyer requiring completion of continuing professional development shall be in addition to the mandatory requirements set out in the continuing professional development rules at Part 4 of this Handbook.

rE171 The period for which a sentence of suspension from practice is expressed to run may be:

.1 a fixed period; or

.2 until the defendant has complied with any conditions specified in the order imposing the sentence of suspension.

rE172 Conditions may be imposed on a barrister’s practising certificate or on the authorisation or licence of a BSB authorised body

.1 without its being suspended; or

.2 to take effect on a barrister’s practising certificate or on the authorisation or licence of a BSB authorised body when a period of suspension ends.

rE173 Conditions may (depending on the circumstances) include conditions limiting the scope of the defendant’s practice (after the end of any suspension, if relevant) to such part as the Disciplinary Tribunal may determine, either indefinitely or for a defined period; and/or imposing requirements that the defendant, or in the case of a BSB authorised body, its managers or employees, undergo such further training as the Disciplinary Tribunal may determine; and/or prohibiting the defendant from accepting or carrying out any public access instructions; and/or such other matters as the Tribunal may consider appropriate for the purpose of protecting the public and/or preventing a repetition of the conduct in question.

Power to order that a sentence has deferred effect

rE174 Where a sentence imposed by a Disciplinary Tribunal includes a fine, condition and/or a suspension from practice, the Disciplinary Tribunal may direct that those elements of the sentence are to have deferred effect.

rE175 A sentence may be directed to have deferred effect for a minimum of six months or a maximum of two years (the “period of deferral”).
Power to activate a deferred sentence

rE176 A deferred sentence must be activated if the defendant is later found (whether during the period of suspension or afterwards) to have committed professional misconduct during the period of deferral.

rE177 Where a Disciplinary Tribunal finds that there has been professional misconduct during the period of deferral, it shall (at the same time as imposing sentence for the professional misconduct) activate the sentence which had been deferred, unless there are exceptional circumstances.

rE178 A Disciplinary Tribunal may (where the conditions for activation of a deferred sentence are satisfied) activate a sentence which has been deferred when imposed by the PCC pursuant to the determination by consent procedure.

rE179 Where a deferred sentence is activated pursuant to this Regulation, the sentence must then be pronounced, and any action as may be required to give effect to the sentence must be taken, in accordance with rE189 to rE179 below.

Wording of the sentence when defendant not present

rE180 If a defendant has not been present throughout the proceedings, the sentence in respect of that defendant must include one or more of the following statements:

1. if the relevant procedure under rE148 has been complied with, that the finding and sentence were made in the absence of the defendant in accordance with rE148;

2. if the procedure under rE149 has been complied with, that the finding and the sentence were made in the absence of the defendant and that he has the right to apply to the Directions Judge for an order that there should be a new hearing before a fresh Disciplinary Tribunal;

3. if the relevant procedure under rE163 has been complied with, that the sentence was made in the absence of the defendant in accordance with rE164;

4. if the procedure under rE165 has been complied with, that the sentence was made in the absence of the defendant and that he may apply to the Directions Judge for an order that there should be a new hearing before a fresh Disciplinary Tribunal.

Report of finding and sentence

rE181 As soon as is practicable after the end of the proceedings of a Disciplinary Tribunal, the chairman must prepare a report in writing of the findings on the charges of professional misconduct and/or on any applications, and the reasons for those findings and the sentence, if any. At the discretion of the chairman, the report may also refer to matters which, in the light of the evidence given to the Disciplinary Tribunal, appear to require investigation or comment. He must send copies of the report to:

1. the defendant;

2. the Director of the Bar Standards Board;

3. the Treasurers of the defendant’s Inn of Call and of any other Inns of which he is a member.

rE182 He must also send copies of the report to:

1. those of the following whom he deems, in his absolute discretion, to be appropriate taking into account the circumstances:
.a the Lord Chancellor;
.b the Lord Chief Justice;
.c the Attorney General;
.d the Director of Public Prosecutions;
.e the Chairman of the Bar Council; and
.f the Chairman of the PCC; and

.2 in cases where one or more charges of professional misconduct have been found proved and any such charge constitutes, or arises out of, a legal aid complaint, and/or the sentence includes an order under rE167, the Legal Aid Agency.

Appeal

rE183 In cases where one or more charges of professional misconduct have been proved, and/or a disqualification order has been made, an appeal may be lodged with the High Court in accordance with the Civil Procedure Rules:

.1 by the defendant against conviction and/or sentence;
.2 with the consent of the Chairman of the Bar Standards Board or the Chairman of the PCC, by the Bar Standards Board against sentence on any of the grounds in rE185 below.

rE184 In any case where any charge of professional misconduct or application to disqualify has been dismissed, the Bar Standards Board may (with the consent of the Chairman of the Bar Standards Board or of the Chairman of the PCC) lodge an appeal with the High Court, in accordance with the Civil Procedure Rules, on any of the grounds in rE185 below.

rE185 The Bar Standards Board may only lodge an appeal (against sentence or dismissal) where the Bar Standards Board considers the Disciplinary Tribunal has:

.1 taken into account irrelevant considerations;
.2 failed to take into account relevant considerations;
.3 reached a decision that is wrong in law; and/or
.4 reached a decision which no reasonable Tribunal could properly have reached.

rE186 Where a defendant lodges an appeal against a disbarment, Disqualification order or the revocation of a licence or authorisation, he may at the same time lodge with the High Court an appeal against any requirement imposed pursuant to rE203 to rE205 as appropriate.

rE187 A complainant (other than the Bar Standards Board) has no right of appeal.

Appeal: sum payable

rE188 Removed
Action to be taken by the Inn (in circumstances where a barrister has been sentenced to be disbarred or suspended)

rE189  When the Treasurer of the defendant’s Inn of Call receives a report prepared in accordance with rE181, he must, not fewer than 21 days after the end of the Tribunal’s proceedings (or, where the defendant has given notice of appeal to the High Court against the finding and/or sentence, once the time for appeal to the High Court has expired and any appeal to the High Court has been disposed of) pronounce the sentence decided on by the Tribunal, and take such further action as may be required to carry the sentence into effect. The Treasurer must inform the persons specified in rE181 of the date on which the sentence is to take effect, (which must be no later than two working days after the date when that sentence is pronounced).

rE190  Similar action must be taken by the Treasurer of any other Inn of which the defendant is a member, in conjunction with the Treasurer of the defendant’s Inn of Call.

rE191  In any case in which the defendant has given notice of appeal to the High Court against the finding and/or sentence of the Tribunal on the charges of professional misconduct, no action referred to in rE189 and rE190 may be taken until the appeal has been heard by the High Court, or otherwise disposed of without a hearing.

rE192  Where, pursuant to rE203, a Tribunal has required the Bar Standards Board to suspend the defendant’s practising certificate or not to issue a practising certificate to the defendant pending an appeal (“the Interim Measure”), the Treasurer must direct that any period of suspension to which the defendant has been sentenced will be deemed to have taken effect on the date on which the Interim Measure came into effect, or on the date on which the defendant would otherwise have been eligible to be issued with a practising certificate, whichever is later.

Action to be taken by the Council of the Inns of Court (in all other circumstances)

rE193  If the Disciplinary Tribunal has imposed a sentence (other than disbarring or suspending a barrister see rE189 to rE192, above), the Council of the Inns of Court, when it receives the report prepared in accordance with rE181, must, not fewer than 21 days after the end of the Tribunal’s proceedings, pronounce the sentence decided on by the Tribunal, and take such further action as may be required to carry that sentence into effect. The Council of the Inns of Court shall inform the persons specified in rE181 of the date on which the sentence is to take effect. That date must be no later than two clear days after the date when the sentence is pronounced.

rE194  In any case in which a BSB regulated person has given notice of appeal to the Visitors against the finding and/or sentence of the Tribunal on the charges of professional misconduct, no action referred to in rE193 may be taken until the appeal has been heard by the Visitors, or otherwise disposed of without a hearing.

rE195  The Council of the Inns of Court must take all such steps as may be necessary or expedient to give effect to any requirement made by the Tribunal pursuant to rE189 above.

Action to be taken by the Bar Council/Bar Standards Board

rE196  Subject to rE197, below, after the sentence has been pronounced in accordance with rE189, above, the Bar Council/Bar Standards Board must, as appropriate, in accordance with the finding and/or sentence of the Tribunal: 

1. remove the relevant BSB authorised individual’s practising certificate, litigation extension and/or right to undertake public access work (as appropriate),

2. impose conditions on the relevant BSB authorised person’s authorisation and/or licence (as appropriate),
.3 **either include a note on the Bar Standards Board’s register of BSB authorised persons** that the BSB authorised person is **disqualified**, suspended or is otherwise subject to certain conditions on the terms of his authorisation/licence or that the relevant person is the subject of a **disqualification order**,

except that in any case in which a **BSB regulated person** has given notice of appeal to the High Court against the finding and/or sentence of the Tribunal on the charges of professional misconduct, no action referred to in this rE196 may be taken until the appeal has been heard by the High Court or otherwise disposed of without a hearing.

**rE197** Where the finding and/or sentence of the Tribunal is that the BSB authorised person should be subject to an immediate suspension and/or immediate imposition of conditions in accordance with rE202 below, the Bar Council/Bar Standards Board must immediately:

.1 remove the relevant BSB authorised individual’s practising certificate, litigation extension and/or right to do public access work (as appropriate),

.2 impose conditions on the relevant BSB authorised person’s authorisation and/or licence (as appropriate);

.3 **either include a note on the Bar Standards Board’s register of BSB authorised persons** that the BSB authorised person is suspended or is otherwise subject to certain conditions on the terms of his authorisation/licence,

the actions of the Bar Council/Bar Standards Board must not be deferred even if the BSB regulated person has given notice of appeal to the High Court against the finding and/or sentence of the Tribunal on the charges of professional misconduct.

**rE198** The Bar Standards Board and/or the Council of the Inns of Court also:

.1 must publish the finding and sentence of the Tribunal on the relevant website(s) within fourteen (14) days of the date when the Tribunal’s proceedings end, unless the Chairman of the Tribunal directs that publication shall be delayed until the President has published the finding under rE198; and

.2 may where charges have been dismissed publish the decision of the Tribunal on their websites at any time provided that in this case all details of the relevant parties involved in the hearing are anonymised.

**Publication of finding and sentence**

**rE199** The following procedures apply to the publication of the finding and sentence of a Disciplinary Tribunal:

.1 When the Tribunal has found that one or more charges of professional misconduct are proved, then, as soon as it has heard from the Inn. or from the Council of the Inns of Court (as the case may be), of the date that any sentence is to take effect, the President must publish those charges, the sentence, and the date when that sentence is to take effect.

.2 When the Tribunal has found that the disqualification condition is established and has made a Disqualification order, as soon as it has heard from the Council of the Inns of Court on what date that order is to take effect, the President must publish the findings on which that order was based, the terms of the Disqualification Order, and the date when that order is to take effect.
.3 When the Tribunal has found that any charge of professional misconduct has not been proved the President must not publish that charge, or the finding unless the defendant asks him to subject to rE197.2.

rE200 When publishing any finding, sentence or decision in accordance with rE198, the President must communicate it in writing to:

.1 the defendant;
.2 the Chairman of the Bar Standards Board;
.3 the defendant’s head of chambers, HOLP, or employer (as appropriate);
.4 in the case of a registered European lawyer, his home professional body;
.5 the Treasurers of the defendant’s Inn of Call and of any other Inns of which he is a member;
.6 other Approved Regulators and the LSB; and
.7 one or more press agencies or other publications.
.8 the following persons only where the President deems, in his absolute discretion, to be appropriate, taking into account the circumstances:

.a the Lord Chancellor;
.b the Lord Chief Justice;
.c the Attorney General;
.d the Director of Public Prosecutions;
.e the Chairman of the Bar Council;

Suspension/withdrawal of practising rights pending the hearing of any appeal

rE201 rE202 to rE209 below apply to any defendant who:

.1 is a barrister, who has been sentenced to be disbarred or to be suspended or to be prohibited from accepting or doing any public access work or instructions for more than one year;
.2 is a BSB authorised individual, who has been sentenced to be disqualified or to be suspended for more than one year;
.3 is a BSB authorised body, which has been sentenced to have its authorisation or licence revoked or suspended for more than one year; or
.4 is a BSB authorised person, who has been sentenced to have conditions placed on his practising certificate, authorisation or licence (as appropriate) prohibiting him from accepting any public access instructions or conducting any litigation or for more than one year.

rE202 Where rE201 applies the Tribunal must seek representations from the defendant and from the BSB representative on the appropriateness or otherwise of taking action under rE203 below.

rE203 Having heard any representations under rE201 above, the Tribunal must (unless in the circumstances of the case it appears to the Tribunal to be inappropriate to do so), either:
.1 in relation to rE201.1 and rE201.2, require the defendant to suspend his practice immediately, in which case the Bar Standards Board must suspend that defendant’s practising certificate with immediate effect; or

.2 in relation to rE201.3, decide that the condition prohibiting the defendant from accepting public access instructions or conducting any litigation, shall take effect immediately; or

.3 where the defendant has been sentenced to be disbarred or to be suspended, and where that defendant does not currently hold a practising certificate, require the Bar Standards Board not to issue any practising certificate to him.

rE204 If the Tribunal decides that it would be inappropriate to require immediate suspension or immediate imposition of conditions (as the case may be) it may nonetheless require the defendant to suspend his practice or to impose conditions, from such date as the Tribunal may specify.

rE205 Where the defendant is permitted to continue to practise for any period before being suspended under rE204, the Tribunal may require the Bar Standards Board to impose such terms on the defendant’s practice as the Tribunal deems necessary to protect the public until the suspension comes into effect.

rE206 Where an order is made in respect of a defendant under rE203 above and that defendant considers that, due to a change in the circumstances, it would be appropriate for that order to be varied, he may apply to the President in writing for it to be varied.

rE207 When the President receives an application made pursuant to rE206 above, he must refer it to the Chairman and to one of the lay members of the Tribunal which originally made the order.

rE208 Any application made pursuant to rE206 above must be sent by the applicant, on the day that it is made, to the PCC and the PCC may make such representations as they think fit on that application to those to whom the application has been referred by the President.

rE209 The persons to whom an application made pursuant to rE206 above is referred may vary or confirm the order in relation to which the application has been made.

rE210 References in rE206 to the Bar Standards Board shall be treated as referring to such body as may from time to time have the power to issue or suspend practising certificates or to impose conditions on practising certificates and the authorisations and licences of BSB authorised bodies.

Costs

rE211 A Disciplinary Tribunal may make such Orders for costs, whether against or in favour of a defendant, as it shall think fit.

rE212 It makes such an Order a Disciplinary Tribunal must either itself decide the amount of such costs or appoint a suitably qualified person to do so on its behalf.

rE213 Any costs ordered to be paid by or to a defendant must be paid to or by the Bar Standards Board.

rE214 All costs incurred by the PCC preparatory to the hearing before the Tribunal must be borne by the Bar Standards Board.
Miscellaneous

Representation of complainant’s interests

**rE215** The BSB representative must keep the complainant (if any) informed of the progress of the complaint.

**Service of documents**

**rE216** In any documents required to be served on a defendant in connection with proceedings under these Regulations shall be deemed to have been validly served:

1. If sent by registered post, or recorded delivery post, or receipted hand delivery to:
   
   a. in the case of a BSB authorised individual, the address notified by him pursuant to the requirements of Part 2 of this Handbook (or any provisions amending or replacing it) as his practising address; or
   
   b. in the case of a BSB regulated person or non-authorised individual acting as a manager or employee of a BSB authorised body, the address provided by the BSB authorised body as his home address or, in the absence of such information, the address of the relevant BSB authorised body notified pursuant to the requirements of Part 2 of this Handbook; or
   
   c. in either case, an address to which the defendant has asked in writing that such documents be sent; or
   
   d. in the absence of any of the above, to his last known address or; in the case of a BSB regulated person or non-authorised individual acting as a manager or employee of a BSB authorised body, the last known address of the relevant BSB authorised body,

   and such service shall be deemed to have been made on the second working day after the date of posting or on the next working day after receipted hand delivery;

2. If served by e-mail, where:
   
   a. the defendant’s e-mail address is known to the Bar Standards Board; and
   
   b. the defendant has asked for or agreed to service by e-mail, or it is not possible to serve by other means;

   and such service shall be deemed to have been made on the second working day after the date the e-mail is sent;

   c. If actually served;
   
   d. If served in any way which may be directed by the Directions judge or the Chairman of the Disciplinary Tribunal.

**rE217** For the purpose of this regulation “receipted hand delivery” means by a delivery by hand which is acknowledged by a receipt signed by the defendant or by a relevant representative of the defendant (including, for example, his clerk, a manager or employee of the BSB authorised body at which he works).

**Delegation**

**rE218** The powers and functions conferred by these Regulations on a Directions judge may be exercised by any other Judge or Queen’s Counsel nominated by the President, including the Judge designated in the convening order as Chairman of the Tribunal appointed to hear and determine the charge or charges against the defendant, if the Directions judge is unable to act due to absence, or to any other reason.
rE219 Any duty or function or step which, pursuant to the provisions of these regulations, is to be discharged or carried out by the President may, if he is unable to act due to absence or to any other reason, be discharged or carried out by any other member of the Council of the Inns of Court, the Treasurer of any Inn, or by any other person nominated in writing by the President for any specific purpose.

rE220 Anything required by these Regulations to be done or any discretion required to be exercised by, and any notice required to be given to, the President may be done or exercised by, or given to, any person authorised by the President (either prospectively or retrospectively and either generally or for a particular purpose) subject to rE218.

Other

rE221 When the Treasurer of an Inn is a Royal Bencher, references in these Regulations to the Treasurer shall be read as references to his deputy.

Exclusion from providing representation funded by the Legal Aid Agency – application for termination

rE222 A defendant who has been excluded from legal aid work under Section 42 of the Administration of Justice Act 1985 may apply for an order ending his exclusion from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid in accordance with this rE222 and rE223 below.

rE223 Any such application must be in writing and addressed to the President.

rE224 The President may dismiss the application, or may decide that the defendant’s exclusion from providing representation funded by Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid be ended forthwith, or on a specified future date.

rE225 The President must notify his decision in writing to all those persons who received copies of the report of the Disciplinary Tribunal which ordered that the defendant be excluded from providing such representation.

rE226 When the Treasurer of the applicant’s Inn of Call, and of any other Inn of which he is a member, receives any such report, he shall take action equivalent to that which he took in respect of the report of the Disciplinary Tribunal which sentenced the defendant to be excluded from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid.

rE227 The procedures about the publication of the decision of the President on any such application as is referred to in this Regulation are those which applied to the publication of the finding and sentence by which the applicant was excluded from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid.

rE228 The President may make such order for costs as he thinks fit and rE211 to rE214 apply with all necessary modifications.

Interpretation

rE229 In Section 5.82 all italiced terms shall be interpreted in accordance with the definitions in Part 4.
B3. Citation and commencement

These Regulations may be cited as “The Disciplinary Tribunal Regulations 2014”.

These Regulations come into force in accordance with the provisions of Part 1 of this Handbook.
B4. Annexes to the Disciplinary Tribunals Regulations 2014

Annex 1 – Sentencing powers against barristers

When a charge of professional misconduct has been found proved against a barrister\(^1\) by a Disciplinary Tribunal, the Disciplinary Tribunal may decide:

1. to disbar him;
2. to suspend his practising certificate and suspend his rights and privileges as a member of his Inn for a prescribed period (either unconditionally or subject to conditions);
3. not to renew his practising certificate;
4. to impose conditions on his practising certificate;
5. be prohibited, either indefinitely or for a prescribed period and either unconditionally or subject to conditions, from accepting or carrying out any public access instructions;
6. to remove or to suspend his authorisation to conduct litigation or to impose conditions on it;
7. to order him to pay a fine of up to £50,000 to the Bar Standards Board (or up to £50,000,000 if the charges relate to his time as an employee or manager of a licensed body);
8. to order him to complete continuing professional development of such nature and duration as the Tribunal may direct, whether outstanding or additional requirements, and to provide satisfactory proof of compliance with this order to the supervision team;
9. to order him to be reprimanded by the Treasurer of his Inn;
10. to order him to be reprimanded by the Tribunal;
11. to give him advice about his future conduct;
12. to order him to attend on a nominated person to be reprimanded; or
13. to order him to attend on a nominated person to be given advice about his future conduct.

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\(^1\) If an application to disqualify the Barrister from acting as HOP, manager or employee of an authorised person is made in the same proceedings, the Disciplinary Tribunal may also disqualify the Barrister in accordance with the provisions of Annex 6.
Annex 2 – Sentencing powers against BSB authorised body

If a Disciplinary Tribunal finds a charge of professional misconduct proved against a BSB authorised body, the Disciplinary Tribunal may decide to:

1. remove its authorisation to practise as a BSB authorised body;
2. impose conditions on its authorisation to practise as a BSB authorised body;
3. suspend its authorisation to practise for a prescribed period (either unconditionally or subject to conditions);
4. withdraw, or suspend its authorisation to conduct litigation or to impose conditions on it;
5. order a fine of up to £250,000 to the Bar Standards Board;
6. order that its managers or employees complete continuing professional development of such nature and duration as the Tribunal may direct and to provide satisfactory proof of compliance with this order to the supervision team;
7. reprimand it;
8. give it advice about its future conduct; or
9. order it to attend (by its HOLP or other person identified in the order) on a nominated person to be given advice about its future conduct.
Annex 3—Sentencing powers against licensed bodies

If a Disciplinary Tribunal finds a charge of professional misconduct proved, against a licensed body the Disciplinary Tribunal may decide to:

1. revoke its licence to practise revoked;
2. suspend its licence to practise for a prescribed period (either unconditionally or subject to conditions);
3. impose conditions on its licence to practise;
4. withdraw or suspend its right to conduct litigation or to impose conditions on it;
5. order it to pay a fine of up to £250,000,000 to the Bar Standards Board;
6. order it to ensure that its managers or employees complete continuing professional development of such nature and duration as the Tribunal shall direct and to provide satisfactory proof of compliance with this order to the supervision team;
7. reprimand it;
8. give advice to it about its future conduct; or
9. order it to attend (by its HOLP or other person identified in the order) on a nominated person to be given advice about its future conduct.
Annex 4 – Sentencing powers against registered European lawyers

If a Disciplinary Tribunal finds a charge of professional misconduct proved against a registered European lawyer, the Disciplinary Tribunal may decide to:

1. remove him from the register of European lawyers;
2. suspend him from the register of European lawyers for a prescribed period (either unconditionally or subject to conditions);
3. impose a condition on him prohibiting him, either indefinitely or for a prescribed period and either unconditionally or subject to conditions, from accepting or carrying out any public access instructions;
4. order him to pay a fine of up to £50,000 to the Bar Standards Board (or of up to £50,000,000 if the charges relate to his time as an employee or manager of a licensed body);
5. order him to complete continuing professional development of such nature and duration as the Tribunal shall direct, whether outstanding or additional requirements, and to provide satisfactory proof of compliance with this order to the supervision team;
6. reprimand him;
7. give him advice about his future conduct;
8. order him to attend on a nominated person to be reprimanded; or
9. order him to attend on a nominated person to be given advice about his future conduct.
Annex 5 – Sentencing powers against all other BSB regulated persons

If a Disciplinary Tribunal finds a charge of professional misconduct proved against any other BSB regulated person, the Disciplinary Tribunal may decide to:

1. order him to pay a fine of up to £50,000 to the Bar Standards Board (or up to £50,000,000 if the charges relate to their time as an employee or manager of a licensed body);
2. reprimand him;
3. give him advice about his future conduct;
4. order him to attend on a nominated person to be reprimanded;
5. order him to attend on a nominated person to be given advice about his future conduct.

2. If an application to disqualify is made in the same proceedings, the Disciplinary Tribunal may also disqualify a BSB regulated person in accordance with these Regulations.
Annex 6 – Standard directions

Pursuant to the Disciplinary Tribunal Regulations 2014:

1. The hearing will be in public;

2. That by [ ] the defendant is required to specify:
   (a) whether he admits the charges;
   (b) whether any of the facts relied on by the Bar Standards Board and set out in the documents provided pursuant to rE104 are admitted;

3. That the defendant provide by [ ] a list of the documents, rely and of the witnesses, on which and on whom he intends to rely, and copies of any witness statements on which he intends to rely;

4. That on or before [ ] both the BSB representative and the defendant serve written notice of the witnesses (if any) whom they require the other party to tender for cross-examination;

5. That the defendant provide to the Bar Standards Board at least fourteen days before the date fixed for the substantive hearing [ ] copies of any defence bundle already provided pursuant to direction (3) above for circulation to the Tribunal members;

6. That the estimated length duration of the hearing is [ ] days/hours;

7. That the substantive hearing shall take place on [ ];

OR

8. By [ ] all parties provide the President with dates when they are available for the substantive hearing, failing which the President may fix the hearing without reference to the availability of any party;

9. Any skeleton argument to be relied on at the hearing be served on the President and on the other parties at least 48 hours before the time fixed for the hearing.

10. That there be liberty for the parties to agree in writing to vary these directions;

11. That there be liberty to apply to the Directions judge for further directions.
C. THE HEARINGS BEFORE THE VISITORS RULES

C1. The Rules

Expiration of Rules: These rules shall cease to have effect in respect of appeals against relevant decisions made on or after 7 January 2014. For the avoidance of doubt, these rules shall continue to have effect in respect of appeals against relevant decisions made before 7 January 2014 and where notice required under rule rE233.1 (notice of intention to appeal) is served before 18 April 2014, until the disposal of the appeal.

We, the Judges of Her Majesty’s High Court of Justice, in the exercise of our powers as Visitors to the Inns of Court, hereby make the following rules for the purpose of appeals to the Visitors from Disciplinary Tribunals of the Council of the Inns of Court and certain other appeals to the Visitors:

rE232 Service of documents

.1 Where pursuant to these Rules any document is to be served on any of the persons specified in the first column of Table 1 in the Annex to these Rules, that document shall be served on that person by sending it to the person specified and the address specified in the second column of that table against the person to be served.

.2 Such documents shall be served
   .a by recorded delivery post, or
   .b by hand delivery, if a written confirmation of receipt is obtained, or
   .c (save where any fee is payable on the service of a document) by fax or other electronic means in accordance with rE232.4 below.

.3 Where, in accordance with Table 1, the address for service on a respondent is his last known address, service by first class post shall constitute good service.

.4 Where a document is to be served by fax or other electronic means, the party who is to be served must previously have indicated in writing to the party serving:
   .a that the party to be served is willing to accept service by fax or other electronic means; and
   .b the fax number, e-mail address or other electronic identification to which it must be sent.

.5 Documents shall be deemed to be served on the date set out in Table 2 in the Schedule to these Rules.

.6 For the purpose of this rule, a “written confirmation of receipt” means a receipt signed by or on behalf of the intended recipient.
Notice of intention to appeal

.1 Written notice of intention to appeal against the relevant decision must be served by the appellant on the Clerk to the Visitors within the period of 21 days beginning with the date of the relevant decision or within such further time as may be allowed by the Directions judge.

.2 A copy of the notice of intention to appeal should also be served by the appellant on the respondent and (when the appeal is against a decision of a Disciplinary Tribunal) on the Council of the Inns of Court.

.3 When serving a notice of intention to appeal, an appellant (other than the BSB) shall give notice of a current address at which service is to be made on the appellant.

.4 An appellant (other than the BSB) must ensure that the Clerk to the Visitors is informed of any change to the appellant’s address.

Directions judge

.1 The Lord Chief Justice shall nominate judges of the High Court or the Court of Appeal to exercise the functions conferred by this Rule.

.2 No person shall act as a Directions judge in relation to any appeal if they were a member of any committee of the BSB at any time when the matter was being considered by that committee.

.3 A Directions Judge shall consider the course of any appeal and may at any time prior to the appointment of a panel to hear the appeal give such directions and take such steps as appear to him to be necessary or desirable for the purpose of securing the just, expeditious and economical disposal of the appeal.

.4 Any applications to be heard by a Directions Judge must be served on the Clerk to the Visitors.

.5 Any applications to the Directions Judge will be heard on paper and without an oral hearing, unless there is good reason for an oral hearing.

.6 The directions that may be given and the steps that may be taken by the Directions Judge may relate to (but shall not be limited to) the following matters:

.a the anticipated duration of the hearing (which shall not, absent good reason, exceed one day);

.b the variation of any timetable specified in these Rules;

.c further procedural steps that should be taken before the hearing;

.d the failure by either party to comply with any timetable specified in these Rules or directed by him;

.e the adjournment of the hearing; and

.f where (in the case of an appeal against a decision of a Disciplinary Tribunal) the sentence of the original Disciplinary Tribunal has been pronounced, whether it should be stayed pending the outcome of the appeal.

.7 The Directions Judge may, on application made by the appellant (which must be served on the BSB at the time of making the application) and after giving the BSB the opportunity to respond to the application, vary or set aside an order made against the appellant under Regulations [30(3) or (4)] of the Disciplinary Tribunal Regulations 2009 (Code of Conduct of the Bar Council of England.
and Wales 8th Edition) on such terms and subject to such conditions (if any) as he considers appropriate.

.8 If, at any time, the Directions Judge concludes that a party has failed to comply with any obligation imposed by, or timetable specified in, these Rules or directed by him in exercise of his functions and powers (as the case may be), he may also

.a make a final order for compliance by the party in default;
.b direct that that party may not serve a petition or answer;
.c dismiss or strike out the petition or answer of that party;
.d order that any further step that appears to him to be necessary or desirable in order to provide for a fair and expeditious hearing of the matter be undertaken within a specified period;
.e direct an expedited hearing where the party in default has been prohibited from serving an answer or the answer has been struck out.

rE235 No appeal from directions judge

There shall be no appeal against an order of the Directions Judge.

rE236 Service of petition

.1 A written petition of appeal containing the information required by rE238.1 below must be served by the appellant on the persons specified in rE236.2 below within the period of 42 days beginning with the date of the relevant decision or within such further time as may be allowed by the Lord Chief Justice or the Directions Judge.

.2 The persons to be served are

.a the Clerk to the Visitors; and
.b the respondent.

.3 Service of the petition will be valid only if

.a the petition is served on both persons identified in rE236.2 above, and
.b where the appellant is a defendant,
.c the petition served on the Clerk to the Visitors is accompanied by any fee payable in accordance with rE237.1 below, or by an application pursuant to rE237.2, and
.d a copy of such fee or such application is served on the BSB.

.4 If an application for an extension of the period of 42 days specified in rE236.1 above is made, the Directions Judge may, if he sees fit, extend the period within which the petition must be served.

rE237 Fees

.1 Where an appeal is lodged with the Visitors by the defendant, the petition must (subject to the provisions of this rule) be accompanied by the sum of £250 payable to the BSB to defray expenses, such sum to be refunded in the discretion of the Visitors in the event of an appeal which is successful wholly or in part.
.2 Where payment of the sum required by rE237.1 above would cause undue hardship to the appellant, the appellant may apply to the Directions Judge for an order reducing the amount payable.

.3 If the Directions Judge is satisfied that payment of the sum required by rE237.1 above would cause undue hardship to the appellant, he shall:

.a direct that some lesser (or nil) amount be paid; and

.b (where applicable) direct by when such amount be paid.

rE238 Petition of appeal

.1 Where the appeal is against a decision of a Disciplinary Tribunal, the petition shall state whether the appeal is against the findings or sentence of the Disciplinary Tribunal, or both, and shall contain the following particulars

.a the charges;

.b a summary of the facts on which the charges were based;

.c the findings of the Disciplinary Tribunal;

.d the sentence;

.e any finding against which the appellant appeals (if any);

.f the grounds for appeal, including for each matter appealed against the specific evidence on which the appellant will place reliance;

.g the relief sought; and

.h if the hearing is estimated to last longer than one day, an estimate of the time required for the hearing and the reasons for that estimation.

.2 In the case of an appeal against sentence the petition may also refer to

.a any factors which it is contended make the sentence unduly severe (or lenient) in relation to the appellant’s (or the defendant’s) record; and

.b sentences in other similar cases.

.3 Where the appeal is against a Qualification Decision, the petition shall contain the following particulars:

.a the decision, on review, of the BSB against which the appeal is being made;

.b a summary of the facts giving rise to that decision;

.c the grounds for appeal; and

.d the relief sought.

.4 Subject to rE240.5, the appellant may not, without the permission of the Directions Judge, support the appeal on a ground not relied upon before the body which took the relevant decision.
rE239 Service of other documents

1 Subject to rE239.2 below, the appellant against a decision of a Disciplinary Tribunal shall, at the same time as serving the petition, serve on the Clerk to the Visitors the number of copies specified in rE239.4 below of the transcript of the proceedings before the Disciplinary Tribunal whose decision is being appealed.

2 If any transcript to be served pursuant to rE239.1 above is not available when the petition is served, the copies of that transcript shall be served on the Clerk to the Visitors as soon as practicable thereafter.

3 Not less than 14 days before the date set for the hearing of an appeal

a a copy of every document intended to be produced at the hearing by any party shall be served by that party on every other party; and

b the number of copies of any such document specified in rE239.4 below shall be served on the Clerk to the Visitors.

4 The number of copies required to be served on the Clerk to the Visitors is

a if the appeal is of a type falling within rE241.2 below, three copies; and

b in any other case, two copies.

rE240 Answer

1 The respondent may (or, if so directed by the Directions Judge, shall) serve on the Clerk to the Visitors an answer to the petition within the period of 28 days starting with the date on which the petition is served or on which the transcript of the lower hearing is provided pursuant to rE239.2 (whichever is the later) or such further time as may be allowed by the Directions Judge.

2 Where an answer is served pursuant to rE240.1 the respondent shall also serve forthwith a copy of that answer on the appellant.

3 The answer shall follow the form of the petition and shall state which points in the petition are accepted and which are rejected.

4 If, in the view of the person serving an answer, the hearing is likely to last longer than one day, the answer shall include an estimation of the time required for the hearing and the reasons for that estimation.

5 The BSB may, in any answer it serves in respect of an appeal against a decision of a Disciplinary Tribunal, refer to any factors which it is contended make the sentence unduly lenient in relation to the appellant’s record or to sentences in other cases.

rE241 Appointment of panel to hear appeal

1 When a petition is served upon the Clerk to the Visitors (whether or not served in time), and after the period for service of any answer in accordance with rE240.1 above has elapsed, the Lord Chief Justice shall nominate the persons who are to hear the appeal.

2 An appeal against a decision of a Disciplinary Tribunal presided over by a Judge of the High Court shall be heard by a panel comprised of

a a Judge of the Court of Appeal;
b a Queen's Counsel; and
c a lay representative.

3 Subject to rE241.4 below, an appeal that is not of a type mentioned in rE241.2 and is an appeal against a decision of a Disciplinary Tribunal shall be heard by a panel comprised of

a a Judge of the High Court;
b a Barrister (who, where the defendant is a Queen's Counsel, shall himself be a Queen's Counsel); and
c a lay representative.

4 An appeal that is not of a type mentioned in rE241.2 and that is an appeal against a decision of a Disciplinary Tribunal may be heard by a Judge of the High Court or of the Court of Appeal sitting alone, if the Lord Chief Justice or the Directions Judge directs that the appeal relates solely to a point of law and is appropriate to be heard by a judge sitting alone.

5 Any other appeal shall be heard by a Judge of the High Court or the Court of Appeal.

6 No person shall be nominated to serve on a panel if they

a are a member of the Bar Council or of any of its committees; or
b are a member of the BSB or of any of its committees; or
c were a member of any committee of the BSB at any time when the matter was being considered by that committee.

rE242 Date of hearing

1 Unless the Directions Judge orders otherwise, the time allocated for the hearing of an appeal shall be one day.

2 The appeal shall be listed by the Clerk to the Visitors for a hearing on the first available date after the expiry of a period of four weeks beginning with the date of service on the Clerk to the Visitors of the answer (or, where no answer is served, beginning with the last date for service of the answer under rE240.1 above).

3 A notice of the hearing of the appeal shall be served on the appellant and on the respondent at least 14 days before the date fixed for hearing of the appeal.

rE243 Procedure at hearing

1 Subject to the following paragraphs of this Rule, the Visitors may give any directions with regard to the conduct of, and procedure at, a hearing of an appeal they consider appropriate.

2 The Visitors may give such directions before or during the hearing.

3 The hearing shall be held in public unless either party has made an application that the hearing shall not be in public and the public interest does not require that it shall be held in public.

4 A hearing may proceed in the absence of an appellant (or defendant), but not in the absence of a representative of the BSB.

5 No witness may be called at the hearing without the consent of the Visitors.
.6 Evidence that was not before the Disciplinary Tribunal whose decision is being appealed may be given at the hearing only in exceptional circumstances and with the consent of the Visitors.

.7 Grounds of appeal based on issues that were not relied upon before the body making the relevant decision may be relied upon only with the permission of the Directions Judge in accordance with rE238.4 above or, in exceptional circumstances, with the consent of the Visitors.

.8 An appellant or defendant (as the case may be) may only challenge before the Visitors a decision of a court of law on which the relevant decision was based in exceptional circumstances and with the consent of the Visitors.

.9 The proceedings of the Visitors shall continue to be valid notwithstanding that one or more of the members of the panel becomes unable to continue or is or becomes disqualified from continuing to act, if the remaining members of the panel include a judge (other than a retired judge) and a lay representative.

.10 A full record shall be made of the hearing.

.11 A transcription of the audio recording shall be provided upon request to either party to the hearing but at his own expense.

rE244 Findings of the Visitors

.1 The findings of the Visitors shall be pronounced in a single decision. The decision shall state whether it has been reached unanimously or by a majority.

.2 The findings may be pronounced in public or in private but should normally be pronounced in public unless a party to the hearing requests otherwise and the public interest does not require that the findings be pronounced in public.

.3 In respect of an appeal against a decision of a Disciplinary Tribunal, the Visitors may

   .a dismiss the appeal;
   .b allow an appeal in whole or in part;
   .c confirm or vary an order of the Disciplinary Tribunal whose decision is being appealed;
   .d order a re-hearing on such terms as they may deem appropriate in the circumstances;
   .e in the case of an appeal brought by the BSB against a decision of a Disciplinary Tribunal, issue a declaration, but only where this will have no consequences whatsoever for the defendant.

.4 In respect of an appeal against a Qualification Decision, the Visitors may:

   .a allow an appeal in whole or in part;
   .b confirm or vary the decision of the BSB;
   .c order the BSB to reconsider its decision on such terms as the panel appointed to hear the panel may determine to be appropriate in the circumstances.

.5 The Visitors shall give reasons for their decision. These reasons may be given orally or in writing.
.6 The Visitors may order, in the event of an appeal against a decision of a Disciplinary Tribunal by the defendant which is successful wholly or in part, a refund to the appellant of any sum paid to the BSB in accordance with rE237.1 above.

.7 There is no appeal against a decision of the Visitors.

rE245 Barrister’s exclusion from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid and Civil Legal Aid

.1 These Rules shall apply in relation to an appeal against an order of the Disciplinary Tribunal that a Barrister’s exclusion from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid pursuant to section 42(3) of the Administration of Justice Act 1985 (as substituted by Section 33 of the Legal Aid Act 1988 and amended by section 24, Schedule 4, s 32 and 35 of the Access to Justice Act 1999) is not to be terminated, subject to the following modifications set out in the following paragraphs of this rule.

.2 The petition shall contain the following particulars

.a the date of the order of the Disciplinary Tribunal that excluded the appellant from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid and Civil Legal Aid;

.b the charges in respect of which that order was made;

.c a summary of the facts on which those charges were based;

.d the findings of the Disciplinary Tribunal;

.e the findings against which the appeal is brought; and

.f the grounds for appeal.

.3 An order of the Disciplinary Tribunal to terminate a Barrister’s exclusion from providing representation funded by the Legal Aid Agency as part of Criminal Legal Aid or Civil Legal Aid only from a date that is subsequent to that order shall, for the purposes of any appeal, be treated as an order that the Barrister’s exclusion from such work is not to be terminated.

rE246 Costs

.1 The Visitors may make such order for costs of the appeal as they consider appropriate.

.2 Any order for costs made may include an order for payment of the cost of any transcript required for the purposes of the appeal.

rE247 Transition

Where any appeal has been commenced before 1 September 2010 but has not been completed by that date, these rules shall apply to that appeal from that date but any steps that have been taken in relation to that appeal pursuant to any provision of the Hearings Before the Visitors Rules 2005 shall be regarded as having been taken pursuant to the equivalent provisions of these Rules.

rE248 Revocation

The Hearings before the Visitors Rules 2005 are hereby revoked.
Citation and commencement

These rules may be cited as the Hearings before the Visitors Rules 2010 and shall come into effect on 1 September 2010.

Interpretation

.1 The Interpretation Act 1978 shall apply in relation to the interpretation of these Rules as it applies to the interpretation of an Act of Parliament.

.2 These Rules shall be interpreted in accordance with Part 6.

.3 Where a Disciplinary Tribunal has made a finding and imposed sentence in two separate decisions, whether in accordance with [regulation 19(5)] of the Disciplinary Tribunal Regulations 2009 (Code of Conduct of the Bar Council of England and Wales 8th Edition) or otherwise, the date of the relevant decision shall be deemed to be the date of the later decision.

.4 Where the relevant decision is a decision, on review, under Section B10 of Part 4, the date of the relevant decision shall be deemed to be the date upon which notice of the decision was sent by the BSB to the person affected by the decision.

.5 Any term defined in this Section 5.C shall carry the same meaning as it does in Part 6 of this Handbook.

.6 The powers conferred upon the Lord Chief Justice by these Rules can be exercised on his behalf by a Judge of the Court of Appeal or a Judge of the High Court who is selected by him to act in this capacity. This delegation does not prevent the Lord Chief Justice from exercising these powers.

.7 In these Rules a period of time expressed as a number of days shall be computed as clear days.

On behalf of the Judges of Her Majesty's
High Court of Justice

Lord Chief Justice
President of the Queen's Bench Division
President of the Family Division
The Chancellor of the High Court
C2. Annexes to the hearings before *the Visitors* Rules

**Annex 7 – Addressee and place for service of documents**

<table>
<thead>
<tr>
<th>Person to be served</th>
<th>Addressee and place of service</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Clerk to the Visitors</td>
<td>Addressed to the Clerk to the Visitors at the Royal Courts of Justice, Strand, London WC2A 2LL.</td>
</tr>
<tr>
<td>The Council of the Inns of Court</td>
<td>Addressed to the President of the Council of the Inns of Court, c/o The Honourable Society of the Inner Temple, c/o 10 Fleet Street, London EC4Y 1AU.</td>
</tr>
<tr>
<td>The BSB</td>
<td><em>In respect of a decision of a Disciplinary Tribunal</em>: Addressed to the Secretary to the Complaints Committee of the BSB at 289-293 High Holborn, London WC1V 7HZ.</td>
</tr>
<tr>
<td></td>
<td><em>In respect of a Qualification Decision</em>: Addressed to the Secretary to the Qualifications Committee of the BSB at 289-293 High Holborn, London WC1V 7HZ.</td>
</tr>
<tr>
<td>An appellant other than the BSB</td>
<td>Addressed to him at the address specified by him pursuant to rE233.3.</td>
</tr>
<tr>
<td>A defendant</td>
<td>Addressed to him at -</td>
</tr>
<tr>
<td></td>
<td>(a) the address notified by him pursuant to [paragraphs 202(d) or 206.1(a)(i) of the Code of Conduct of the Bar of England and Wales 8th Edition] (or any provisions amending or replacing those paragraphs);</td>
</tr>
<tr>
<td></td>
<td>(b) if he has specified in writing an address to which documents may be sent, that address; or</td>
</tr>
<tr>
<td></td>
<td>(c) where no address has been notified pursuant to the provisions mentioned in paragraph (a) above or specified as mentioned in paragraph (b) above, to his last known address.</td>
</tr>
</tbody>
</table>
Annex 8 – Deemed date of service of documents

<table>
<thead>
<tr>
<th>Method of service</th>
<th>Deemed date of service of document</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-class post</td>
<td>The second day after it was posted, left with, delivered to or collected by the relevant service provider provided that day is a business day; or if not, the next business day after that day.</td>
</tr>
<tr>
<td>Hand delivery</td>
<td>If the document is served personally before 4.30 pm on a business day, on that day; or in any other case, on the next business day after that day.</td>
</tr>
<tr>
<td>Recorded delivery</td>
<td>If it is delivered to or left at the permitted address on a business day before 4.30 pm, on that day; or in any other case, on the next business day after that day.</td>
</tr>
<tr>
<td>Fax</td>
<td>If the transmission of the fax is completed on a business day before 4.30 pm, on that day; or in any other case, on the next business day after the day on which it was transmitted.</td>
</tr>
<tr>
<td>E-mail or other electronic transmission</td>
<td>If the e-mail or other electronic transmission is sent on a business day before 4.30 p.m., on that day; or in any other case, on the next business day after the day on which it was sent.</td>
</tr>
</tbody>
</table>
D. THE INTERIM SUSPENSION AND DISQUALIFICATION REGULATIONS

D1. Application

This Section 5.D prescribes the manner in which the BSB may seek to take interim action to:

.1 suspend a BSB authorised person (excluding, for the avoidance of doubt, any unregistered barrister); or

.2 disqualify any relevant person from acting as an a HOLP or a HOFA or from working as a manager or employee of a BSB authorised person;

subject to the criteria outlined at rE257 and rE258 below, and pending consideration by a Disciplinary Tribunal under Section 5.B.

In addition to the above, this Section 5.D sets out the basis upon which the PCC may impose an immediate interim suspension or disqualification on any relevant person subject to the criteria outlined at rE259 to rE261 below, and pending consideration by an interim panel in accordance with this Section 5.D.

Anything required by this Section 5.D to be done or any discretion required to be exercised by, and any notice required to be given to, the President or the PCC may be done or exercised by, or given to, any person or body authorised by the President or by the PCC as the case may be (either prospectively or retrospectively and either generally or for a particular purpose).
D2. The regulations

Composition of panels

rE254 An interim panel shall consist of three members nominated by the President being a Chairman (who shall be a Queen's Counsel) and two others, of whom at least one must be a lay member. Provided that:

.1 the proceedings of an interim panel shall be valid notwithstanding that one of the members becomes unable to act or is disqualified from acting, so long as the number of members present throughout the substantive hearing is not reduced below two and continues to include the Chairman and one lay member;

.2 no person shall be appointed to serve on a panel if s/he:

   .a is a member of the Bar Council or of any of its committees; or

   .b is a member of the Bar Standards Board or of any of its committees; or

   .c was a member of the Bar Standards Board or any of its committees at any time when the matter was being considered by the Bar Standards Board.

rE255 A review panel shall consist of three members nominated by the President being a Chairman (who shall be a Queen's Counsel) and two others, of whom at least one must be a lay member. Provided that:

.1 the proceedings of a review panel shall be valid notwithstanding that one of the members becomes unable to act or is disqualified from acting, so long as the number of members present throughout the substantive hearing is not reduced below two and continues to include the Chairman and one lay member;

.2 no person shall be appointed to serve on a panel if s/he:

   .a is a member of the Bar Council or of any of its committees; or

   .b is a member of the Bar Standards Board or of any of its committees; or

   .c was a member of the Bar Standards Board or any of its committees at any time when the matter was being considered by the Bar Standards Board;

.3 no individual who is intended to sit on the review panel shall have sat on either the interim panel or the appeal panel considering the same matter.

rE256 An appeal panel shall consist of three members nominated by the President being:

.1 two Queen's Counsel, each of whom is entitled to sit as a Recorder or a Deputy High Court Judge or who has been Queen's Counsel for at least ten years. Unless the appeal panel otherwise decides, the senior barrister member will be the Chairman of the appeal panel; and

.2 a lay member.

Provided that:

.a the proceedings of an appeal panel shall be valid notwithstanding that one of the members, becomes unable to act or is disqualified from acting, so long as the number of members present throughout the substantive hearing is not reduced below two and continues to include the Chairman and the lay member;
b no person shall be appointed to serve on an appeal panel if s/he:

.i is a member of the Bar Council or of any of its committees; or

.ii is a member of the Bar Standards Board or of any of its committees; or

.iii was a member of the Bar Standards Board or any of its committees at any time when the matter was being considered by the Bar Standards Board;

3 no individual who is intended to sit on the appeal panel shall have sat on either the interim panel or the review panel considering the same matter.

Referral to an interim panel

dE257 On receipt of a complaint or any other information, the PCC may refer a defendant to an interim panel if:

.1 subject to dE258:

.a the defendant has been convicted of, or charged with, a criminal offence in any jurisdiction other than a minor criminal offence; or

.b the defendant has been convicted by another Approved Regulator, for which they have been sentenced to a period of suspension or termination of the right to practise; or

.e the defendant is a BSB licensed body and has been intervened into by the Bar Standards Board; or

.d the defendant is a BSB authorised body and the grounds for intervention would have been met in relation to it had the BSB authorised body been a BSB licensed body; or

.e the referral is necessary to protect the interests of clients (or former or potential clients); and

.2 the PCC decides having regard to the regulatory objectives that pursuing an interim suspension or an interim disqualification order is appropriate in all the circumstances.

dE258 No matter shall be referred to an interim panel on any of the grounds of referral set out in dE257.1.a to dE257.1.b unless the PCC considers that, whether singly or collectively, the relevant grounds of referral would warrant, in the case of a BSB authorised person, a charge of professional misconduct and referral to a Disciplinary Tribunal, or, in the case of a relevant person, an application to a Disciplinary Tribunal for disqualification (in each case such referral or application to be made in accordance with Section 5.B).

dE259 If the PCC refers a defendant to an interim panel under dE257, the PCC (or the Chair on its behalf) shall go on to consider whether or not the defendant should be subject to an immediate interim suspension or disqualification under dE261 pending disposal by the interim panel.

dE260 An immediate interim suspension or disqualification may only be imposed if the PCC is satisfied that such a course of action is justified having considered the risk posed to the public if such interim suspension or disqualification were not implemented and having regard to the regulatory objectives.

dE261 Any immediate interim suspension or disqualification imposed by the PCC shall:

.1 take immediate effect;

.2 be notified in writing by the PCC to the defendant;
.3 remain in force until the earlier of:

.a such time as an interim panel has considered the matter; or

.b the date falling four weeks after the date on which the immediate interim suspension or disqualification is originally imposed;

.4 where relevant, result in the removal of the relevant BSB authorised individual’s practising certificate, litigation extension and/or right to undertake public access work (as appropriate);

.5 where relevant, result in the imposition of conditions on the relevant BSB authorised person’s authorisation and/or licence (as appropriate);

.6 be published on the Bar Standards Board’s website; and

.7 be annotated on the Bar Standards Board’s register of BSB authorised persons which is to be maintained by the Bar Standards Board in accordance with S123r or be included on the Bar Standards Board’s register of individuals that are the subject of a disqualification order (as appropriate).

G Guidance

gE1 If an immediate interim suspension or disqualification has been imposed by the PCC it must be considered by an interim panel within four weeks of the date that that the immediate interim suspension or disqualification is originally imposed. If it is not considered by an interim panel within that period, it shall automatically fall away and no further period of interim suspension or disqualification may be imposed on the defendant until the matter is considered by an interim panel.

gE2 If, subsequent to the imposition of an immediate suspension or disqualification under rE260, the relevant person agrees to provide to the PCC an undertaking in written terms in accordance with the provisions of rE263.4 below which is satisfactory to the PCC and which is subject to such conditions and for such period as the PCC may agree, the PCC may elect to remove or qualify the immediate interim suspension or disqualification pending the disposal of any charges or application by a Disciplinary Tribunal. For the avoidance of doubt, in these circumstances the referral to the interim panel shall also be withdrawn in accordance with the provisions of rE264 below.

Procedure after referral to an Interim Panel and, where relevant, the decision to impose an immediate interim suspension or disqualification

rE262 As soon as practicable after the PCC has made a decision to refer a defendant to an interim panel, the Bar Standards Board shall write to the President notifying him of the decision and informing him about whether or not an immediate interim suspension or disqualification has also been imposed on such defendant.

rE263 As soon as practicable after receipt of the notice referred to in rE262, the President shall write to the defendant notifying him of the decision, together with a copy of these Enforcement Regulations, and briefly setting out the details that have caused the referral to the interim panel. The letter of notification shall:

.1 where relevant, inform the defendant that he is the subject of an immediate interim suspension or disqualification (as appropriate) together with a summary of the consequences of that decision;

.2 lay down a fixed time and date (normally not less than fourteen and not more than twenty-one days from the date of the letter) for the hearing to take place. One alternative shall be given;
.3 invite the defendant to accept one or other of the dates proposed or to provide a written representation to the President, which should be copied to the Chairman of the PCC, objecting to both dates with reasons and providing two further alternative dates which shall be not more than:

.a four weeks after the date of the imposition of the immediate interim suspension or disqualification, where relevant; or

.b in all other cases, twenty-one days from the date of the letter of notification;

Any such representation must be received by the President not more than ten days from the date of the letter of notification. The President shall consider any such representation together with any representations from the Chairman of the PCC, and either confirm one of the original dates or re-fix the hearing. If no such representation is received within ten days of the date of the letter of notification the hearing shall take place at the time and date first fixed pursuant to rE263.2 above. The President’s decision, which shall be notified in writing to the defendant by the President, shall be final. Once fixed, a hearing date shall be vacated only in exceptional circumstances and with the agreement of the President:

.4 inform the defendant that he may by letter to the Chairman of the PCC undertake, pending the disposal of any charge(s) or application(s) by a Disciplinary Tribunal:

.a to be immediately suspended or disqualified (in which case the consequences set out at rE261.4 to rE261.7 would apply);

.b not to accept or carry out any public access instructions; and/or

.c to inform his professional and/or lay clients about any convictions, charges or other matters leading to a referral, in written terms satisfactory to the Chairman of the PCC;

and summarising the consequences of the defendant electing to make such an undertaking (which for the avoidance of doubt, may include those set out at rE261.4 to rE261.7 above);

.5 shall inform the defendant that he is entitled to make representations in writing or orally, by himself or by others on his behalf; and

.6 shall inform the defendant that he is entitled to request an expedited hearing of any charges of professional misconduct or applications for disqualification orders by a Disciplinary Tribunal.

rE264 If a defendant sends a letter in accordance with rE263.3 above which is satisfactory to the Chairman of the PCC, the Chairman shall accept the undertaking contained in the letter in lieu of the interim panel imposing any period of interim suspension or interim disqualification pending the disposal by a Disciplinary Tribunal of any charges of professional misconduct or applications for a disqualification order (as the case may be).

Procedure and powers of interim panels

rE265 At any hearing of an interim panel the proceedings shall be governed by the rules of natural justice, subject to which:

.1 the procedure shall be informal, the details being at the discretion of the Chairman of the interim panel;

.2 the defendant shall be entitled to make representations in writing or orally, by himself or by another on his behalf, as to:

.a why a period of interim suspension or interim disqualification should not be imposed; or
.b why the *interim panel* should not direct the *defendant* to notify his professional clients and/or lay clients about any convictions, charges or other matters leading to a referral; or

c any further or alternative direction which the *interim panel* is empowered to make in relation to the *defendant* under rE267.3 below;

pending the disposal of any charges or applications by a *Disciplinary Tribunal*;

.3 no witnesses may be called without the prior consent of the Chairman of the Panel and without the submission of a proof of evidence;

.4 the attendance of the *defendant* shall be required. Should he nevertheless fail to attend, the hearing may proceed in his absence subject to the *interim panel* being satisfied that this course is appropriate. Should the *interim panel* not be so satisfied, it shall have the power to adjourn the hearing;

.5 the hearing shall not be in public unless so requested by the *defendant* and a record shall be taken electronically; and

.6 if the *interim panel* decides an adjournment is necessary for any reason, it may adjourn the hearing for such period and to such time and place, and upon such terms, as it may think fit.

rE266 If the members of the *interim panel* are not unanimous as to any decision, the decision made shall be that of the majority of them. If the members of the *interim panel* are equally divided the decision shall be that which is most favourable to the *defendant*.

rE267 At the conclusion of the hearing the *interim panel*:

.1 may decide not to impose any period of interim suspension, interim disqualification or other order;

.2 may impose a period of interim suspension or interim disqualification (in each case, either unconditionally or subject to conditions) pending the hearing before a *Disciplinary Tribunal*, provided that no interim suspension or interim disqualification may be imposed unless the *interim panel* considers that:

   .a were a *Disciplinary Tribunal* to find a related charge of professional misconduct proven, it would be likely to impose a sentence of disbarment (with respect to barrister defendants), a sentence of suspension (with respect to barrister defendants or registered European lawyer defendants or BSB authorised body defendants), revocation of the licence or authorisation (with respect to BSB authorised body defendants) or a disqualification order (with respect to relevant person defendants); and

   .b such interim suspension or interim disqualification is in the public interest;

.3 in lieu of imposing a period of interim suspension or interim disqualification, the *interim panel* may either:

   .a where the *defendant* is a *BSB authorised person*, direct the *defendant* to carry out his or its future activities in accordance with such interim conditions on the *defendant*’s authorisation or licence as the *interim panel* may think fit pending final disposal of the charges or application against him or them; or

   .b where the *defendant* is a manager or employee of a *BSB authorised person*, direct such person (after affording the *BSB authorised person* an opportunity to be heard) to take such steps in relation to the *defendant* as the *interim panel* may think fit, which may include limits on the type of work the *defendant* is to be permitted to do, or requirements as to his supervision or training, pending final disposal of the charges or application against him;
.c accept from the defendant an undertaking in written terms satisfactory to the interim panel (and subject to such conditions and for such period as the interim panel may agree):

.i to be immediately suspended or disqualified; or

.ii not to accept or carry out any public access instructions or to conduct litigation; or

.iii to inform his professional and lay clients about any convictions, charges or other matters leading to a referral;

pending the disposal of any charges or application by a Disciplinary Tribunal provided always that the defendant accepts that the following consequences may arise as a result of such undertaking being provided depending on the nature of the undertaking being provided:

(1) the removal of the relevant BSB authorised individual’s practising certificate, litigation extension and/or right to undertake public access work (as appropriate);

(2) the imposition of conditions on the relevant BSB authorised person’s authorisation and/or licence (as appropriate);

(3) publication of the details of such interim suspension or disqualification on the Bar Standards Board’s website; and

(4) either the inclusion of a note on the Bar Standards Board’s register of BSB authorised persons to the effect that such BSB authorised person is temporarily suspended from practice or the inclusion of the details of such interim disqualification on the Bar Standards Board’s register of individuals that are the subject of a disqualification order;

.4 shall set down in writing signed by the Chairman of the interim panel the decision of the interim panel and the terms of any period of interim suspension, interim disqualification or interim condition imposed under these Interim Suspension and Disqualification Regulations or accepted (in the form of an undertaking) under rE267.3.c above.

.a Where the defendant is a BSB authorised individual, the imposition of any period of suspension shall be recorded as follows:

“That …………………………… [insert applicable condition/event on which expiry is contingent] or such earlier date as a Disciplinary Tribunal may otherwise direct.” (Note: If the Panel decides that the suspension should apply to only part of the defendant’s practice or shall be subject to conditions, such part or such conditions (as the case may be) shall be);

.b Where the defendant is a BSB authorised body, the imposition of any period of suspension shall be recorded as follows:

“That ………………. have its BSB licence/authorisation suspended for a period expiring on [the ……… day of………………/insert applicable condition/event on which expiry is contingent] or such earlier date as a Disciplinary Tribunal shall have disposed of any charges that have caused the interim suspension or such Disciplinary Tribunal may otherwise direct.” (Note: If the Panel decides that the suspension should apply to only part of the defendant’s practice or shall be subject to conditions, such part or such conditions (as the case may be) shall be recorded);
.c Where the defendant is a relevant person, the imposition of any period of disqualification shall be recorded as follows:

“That .......... be disqualified from [specify here the relevant capacities in respect of which the order applies, which may be some or all of: acting as a HOLP, HOFA or manager of any BSB authorised body or being an employee of any BSB authorised person] and that any BSB regulated person is prohibited from permitting the defendant to work in any such capacity for a period expiring on [the ........ day of..................] [insert applicable condition/event on which expiry is contingent] or such earlier date as a Disciplinary Tribunal shall have disposed of any charges that have caused the interim disqualification or such Disciplinary Tribunal may otherwise direct”;

.5 shall, if a period of interim suspension or interim disqualification or an interim condition is imposed or a written undertaking is accepted under these Interim Suspension and Disqualification Rules:

.a inform the defendant of his right to request a review panel to review the matter as provided in rE268 below;

.b inform the defendant of his right of appeal as provided in rE272 below;

.c inform the defendant that he is entitled to request an expedited hearing of any charges or applications by a Disciplinary Tribunal and, if so requested, the Chairman of the Panel may so direct;

.6 may, if it has not already been referred to a Disciplinary Tribunal, refer the matter to a Disciplinary Tribunal.

Review

rE268 In the event of a significant change in circumstances or other good reason the defendant may at any time while on interim suspension, interim disqualification or subject to interim conditions make a request in writing to the President for a review panel to be convened to review the matter.

rE269 The letter must set out the details of any alleged change in circumstances or good reason. On receipt of such a letter the President may seek representations from the Chairman of the PCC and may in his discretion convene a review panel or refuse the request. In either case the President shall notify the defendant in writing of the decision. If the President decides to convene a review panel the procedure to be followed for fixing the time and date of the hearing shall be as set out in rE263.2 and rE263.3.

rE270 The proceedings before a review panel shall be by way of a rehearing and the provisions of rE265 above shall apply as if for references therein to the interim panel and the Chairman of the interim panel there were substituted references respectively to the review panel and the Chairman of the review panel.

rE271 Unless in the meantime the hearing before a Disciplinary Tribunal of any charges or applications arising from and/or related to the referral to an interim panel has commenced, a hearing by a review panel convened pursuant to rE268 above shall take place at the time and date fixed. Such hearing shall be a rehearing of the matter by the review panel which may reconsider the matter as if there had been no previous hearing.

rE272 If the hearing before a Disciplinary Tribunal of any charges or applications arising from and/or related to the referral to an interim panel has commenced before the date fixed for a rehearing by a review panel, the date fixed for the rehearing shall be vacated and any interim suspension, interim disqualification or interim conditions made or undertaking accepted by the interim panel shall continue until such charges or applications have been disposed of by the Disciplinary Tribunal.
Appeals

rE273 A defendant may by letter served on the President and on the Chair of the PCC not more than fourteen days after the date of the relevant decision of an interim panel give notice of his wish to appeal against the decision.

rE274 As soon as practicable after receipt of a letter in accordance with rE273 above the President shall convene an appeal panel and write to the defendant notifying him of a fixed time and date (normally not less than fourteen and not more than twenty-one days from the date of receipt of the letter) for the hearing to take place. The defendant may make a written representation, addressed to the Chairman of the proposed appeal panel, objecting to the date with reasons and providing two further alternative dates. Any such representation must be received by the Chairman of the appeal panel not more than fourteen days from the date of the letter of notification. The Chairman shall consider any such representation and either confirm the original date or re-fix the hearing. If no such representation is received within fourteen days of the date of the letter of notification the hearing shall take place at the time and date originally notified to the defendant. The Chairman’s decision, which shall be notified in writing to the defendant shall be final. Once fixed, a hearing date shall be vacated only in exceptional circumstances and with the agreement of the Chairman of the appeal panel.

rE275 The proceedings before an appeal panel shall be by way of a rehearing and the provisions of rE265 above shall apply as if for references therein to the interim panel and the Chairman of the interim panel there were substituted references respectively to the appeal panel and the Chairman of the appeal panel.

rE276 At the conclusion of the hearing the appeal panel:

.1 may remove the period of interim suspension or interim disqualification and/or any interim conditions imposed under this Section 5.D;

.2 may confirm the period of interim suspension or interim disqualification or impose further or alternative interim conditions, or substitute such shorter period (either unconditionally or subject to conditions) as may be thought fit;

.3 in lieu of confirming or imposing a period of interim suspension or interim disqualification or imposing interim conditions, may accept from the defendant in terms satisfactory to the Chairman of the Panel an undertaking in writing to continue to be suspended, disqualified and/or to submit to such conditions and for such period as the appeal panel may agree, pending the disposal of any charges by a Disciplinary Tribunal;

.4 shall set down in writing signed by the Chairman of the appeal panel the decision of the appeal panel and the terms of any interim suspension, interim disqualification or interim conditions confirmed or imposed under rE276.2 above or undertaking accepted under rE276.3 above;

.5 may, if it has not already been referred to a Disciplinary Tribunal, refer the matter to a Disciplinary Tribunal;

If the members of the appeal panel are not unanimous as to the decision, the decision made shall be that of the majority of them. If the members of the appeal panel are equally divided, the decision shall be that which is most favourable to the defendant. Any period of interim suspension or interim disqualification or interim conditions having been set, which is confirmed or imposed, shall be recorded as set out in rE267.4 above.

rE277 A pending appeal to an appeal panel shall not operate as a stay of any period of interim suspension or interim disqualification or interim conditions having been set or the terms of any direction or undertaking which is/are the subject of the appeal.

rE278 There shall be no right of appeal from the decision of an appeal panel.
Suspension or disqualification ceases to have effect

**rE279** Unless a *Disciplinary Tribunal* shall otherwise direct, any period of interim suspension or *disqualification* and any interim conditions imposed by the *interim panel* or *appeal panel* under this Section 5.D shall cease and the *defendant* shall cease to be bound by the terms of any direction made or undertaking accepted by a *interim panel* or an *appeal panel* immediately upon:

.1 a *Disciplinary Tribunal* dismissing or making an order disposing of all charges of *professional misconduct* or applications for *disqualification* based on the referral from the *interim panel* or the *PCC* (as appropriate);

.2 any appeal by the *defendant* against the *conviction* or all the *conviction(s)* which had caused the referral to a *interim panel* being successful;

.3 the acquittal of the *defendant* of the criminal charge or (as the case may be) all of the criminal charges which had caused the referral to a *interim panel*;

.4 the criminal charge or (as the case may be) all of the criminal charges which had caused the referral to an *interim panel* being withdrawn.

Costs

**rE280** An *interim panel*, *review panel* and an *appeal panel* shall have no power to award costs.

Report and publication of decisions

**rE281** As soon as practicable after the conclusion of an *interim panel* hearing or an *appeal panel* hearing, the *President* shall confirm the decision to the *defendant* in writing.

**rE282** In any case where a period of interim suspension or interim *disqualification* is imposed or an interim condition is imposed under this Section 5.D or a direction is made requiring notification to lay and/or professional *clients* or an undertaking from a *defendant* is accepted, the *President* shall communicate brief details in writing of the fact that the *defendant* is on an interim basis suspended, disqualified and/or subject to conditions (as the case may be) to:

.1 the *defendant*;

.2 the Chairman of the Bar Standards Board;

.3 the *defendant’s head of chambers*, *HOLP*, or *employer* (as appropriate);

.4 in the case of a *registered European lawyer*, his *home professional body*;

.5 the Treasurers of the *defendant’s Inn of Call* and of any other Inns of which he is a member;

.6 other *Approved Regulators* and the *LSB*; and

.7 those of the following whom he deems, in his absolute discretion, to be appropriate taking into account the particular circumstances:

. .a the Lord Chancellor;

. .b the Lord Chief Justice;

. .c the Attorney General;

. .d the Director of Public Prosecutions;
.e the Chairman of the Bar Council;
.f the Leaders of the six circuits;
.g the Chairman of the PCC; and
.h such one or more press agencies or other publications, as the Chairman of the PCC may direct.

rE283 The Bar Standards Board shall keep a record of those who are subject to suspension or disqualification orders or conditions imposed on their authorisation made under the procedures in this Handbook and shall publish details of any interim suspension, interim disqualification or interim conditions on its website and in such of its registers as it considers appropriate, for as long as they remain in effect.

Service of documents

rE284 Any documents required to be served on a defendant arising out of or in connection with proceedings under these Regulations shall be deemed to have been validly served:

.1 If sent by registered post, or recorded delivery post, or receipted hand delivery to:

.a in the case of a BSB authorised individual, the address notified by such defendant pursuant to the requirements of Part 2 of this Handbook (or any provisions amending or replacing the same) as being his practising address; or
.b in the case of a BSB regulated person or non-authorised individual acting as a manager or employee of a BSB authorised body, the address provided by the BSB authorised body as being his home address or, in the absence of such information, the address of the relevant BSB authorised body notified pursuant to the requirements of Part 2 of this Handbook; or
.c in either case, an address to which the defendant may request in writing that such documents be sent; or
.d in the absence of any of the above, to his last known address or; in the case of a BSB regulated person or non-authorised individual acting as a manager or employee of a BSB authorised body, the last known address of the relevant BSB authorised body,

and such service shall be deemed to have been made on the second day after it was posted, left with, delivered to or collected by the relevant service provider, (provided that that day is a business day, or, if not, the next business day after that day) or on the next working day after receipted hand delivery;

.2 If served by e-mail, where:

(a) the defendant’s e-mail address is known to the Bar Standards Board; and
(b) the defendant has requested or agreed to service by e-mail, or it is not possible to serve by other means;

and such service shall be deemed to have been made on the second working day after the date of sending the e-mail;

.3 if actually served;

.4 if served in any way which may be directed by the President of the Council of the Inns of Court.
For the purpose of this regulation “receipted hand delivery” means by a delivery by hand which is acknowledged by a receipt signed by the defendant or a relevant representative of such defendant (including, for example, his clerk and a manager or employee of the BSB authorised body at which he works).
D3. Interpretation

In this Section 5.D unless the context otherwise requires all italicized terms shall be defined and all terms shall be interpreted in accordance with the definitions in Part 6.
D4. Commencement

These rules shall come into force in accordance with the provisions of Part 1 of this Handbook.
E. THE FITNESS TO PRACTISE
REGULATIONS

These Regulations, commencing 6 January 2014, are made by the Bar Standards Board, in liaison with the Council of the Inns of Court, under section 21 (regulatory arrangements) Legal Services Act 2007, under authority delegated by the General Council of the Bar as the Approved Regulator of the Bar under Part 1 of Schedule 4 to the Legal Services Act 2007, and with the approval of the Legal Services Board under Paragraph 19 of Schedule 4 to the Legal Services Act 2007.

E1. Preliminaries

Commencement and application

rE288 These Regulations will come into effect on 6 January 2014 and shall apply to all cases referred to a Fitness to Practise Panel or an Appeal Panel prior to that date under the Regulations then applying, and any step taken in relation to any Fitness to Practise Panel or Appeal Panel pursuant to those Regulations shall be regarded as having been taken pursuant to the equivalent provisions of these Regulations.

rE289 Anything required by these Regulations to be done or any discretion required to be exercised by, and any notice required to be given to, the President of the Council of the Inns of Court or the PCC, may be done or exercised by, or given to, any person or body authorised by the President or by the PCC as the case may be (either prospectively or retrospectively and either generally or for a particular purpose).

Definitions

rE290 Any term defined in Definitions Section of the Handbook shall carry the same meaning in these Regulations. For the purpose of the Fitness to Practise Regulations, “Individual” means any “BSB authorised individual”
E2. Constitution of panels

The President shall constitute Fitness to Practise Panels and Review Panels to exercise the functions afforded to those Panels under these Regulations, in accordance with the provisions set out Schedule 1.
E3. The Fitness To Practise Procedure

Referral to a Fitness to Practise Panel

rE292 Where the PCC receives information suggesting that an Individual is unfit to practise, the matter shall be considered under Regulation E294.

rE293 The PCC may carry out any investigation, appropriate to the consideration of whether the Individual may be unfit to practise, prior to consideration of any referral under Regulation E295.

rE294 Where the PCC receives information under Regulation E292, the Chair of the PCC shall, subject to Regulation 6, as soon as reasonably practicable, write to the Individual concerned:

.1 notifying him or her that information has been received which appears to raise a question of whether he or she is unfit to practise; and,

.2 providing him or her with copies of any information received under Regulation 5 or obtained under Regulation E293.

rE295 Where the PCC, following receipt of information under Regulation E292 or during its consideration of a complaint of professional misconduct under the Complaints Regulations, considers that an Individual may be unfit to practise, it shall refer the matter to a Fitness to Practise Panel for determination (Regulation E298).

rE296 No decision to refer shall be taken under Regulation E295 without the Individual having been provided with a reasonable opportunity (as to the circumstance) to make representations on the matter.

rE297 In reaching a decision under Regulation E295, the PCC shall take into account any information received under Regulation E292 or obtained under Regulation E293, and any representations submitted by the Individual.

Preliminary Hearings

rE298 As soon as reasonably practicable after referral of a matter by the PCC to a Fitness to Practise Panel, the Chair of the Panel shall send a notice in writing of the referral to the Individual which shall:

.1 contain a summary of the case and the reasons why it has been referred to a Fitness to Practise Panel;

.2 inform the Individual of the time and date for a preliminary hearing before the Panel;

.3 inform the Individual of his or her right to attend and be represented at the preliminary hearing, and to produce evidence at the preliminary hearing, in accordance with Regulations E324.2 and E324.3 below;

.4 inform the Individual of the Panel’s powers at a preliminary hearing under Regulations E299 and rE302 to rE305 below; and,

.5 inform the Individual of his or her right to appeal under Regulation E317 below.

Directions

rE299 At a preliminary hearing, the Fitness to Practise Panel may give directions for the full hearing before the Panel, which may include that:

.1 the Individual, within a specified period of time, submit to a relevant medical examination to be carried out by a Medical Examiner nominated by the Panel;
.2 the PCC instruct a Medical Examiner to conduct such examination and to provide a report setting out an opinion as to whether the Individual is unfit to practise and as to any other matters as may be specified by the Panel;

.3 the Individual authorise disclosure to the PCC and the Medical Examiner, of such of his or her relevant medical records as may be reasonably required for the purposes of the medical examination and subsequent report; and,

.4 the PCC carry out such other investigations or seek such advice or assistance as the Panel considers appropriate to the matters for consideration at the full hearing, and where it gives a direction under Paragraph .1 or .3 above, it shall inform the Individual that failure to comply with the direction may be taken into account by the Panel in accordance with Regulation E308.2

Medical examinations

rE300 Where a Medical Examiner is nominated by a Panel under Regulation E299.1 or E309.2 a, the Medical Examiner shall:

.1 within the period specified by the Panel, undertake a relevant medical examination of the Individual in accordance with any directions from the Panel;

.2 prepare a report which shall express an opinion as to:

.a whether the Individual has a physical or mental condition;

.b whether the Individual is fit to practise either generally or on a restricted basis; and

.c any other matters which he or she has been instructed to address, in accordance with any directions of the Panel; and

.3 where requested by the PCC to do so, attend a hearing to present his or her findings.

rE301 An Individual’s medical records and any report prepared by a Medical Examiner under these Regulations shall not be used for any other purpose than is provided for in these Regulations and shall not be disclosed to any other person or body without the consent in writing of the Individual.

Interim restrictions

rE302 At a preliminary hearing, a Fitness to Practise Panel may, where it is satisfied that it is necessary to protect the public, is otherwise in the public interest or is in the Individual’s own interests to do so, direct that the Individual is subject to an interim restriction.

rE303 An interim restriction may be imposed subject to such conditions as the Panel may consider appropriate, and shall have effect pending the determination of the matter at a full hearing before the Fitness to Practise Panel for a specified period, which shall not, save in exceptional circumstances, exceed 3 months.

rE304 In lieu of imposing an interim restriction under Regulation E302 above, the Panel may accept from the Individual an undertaking in writing on terms satisfactory to the Panel:

.1 agreeing to an immediate interim restriction for such period as may be agreed; or,

.2 as to the Individual’s conduct or behaviour pending the conclusion of the full hearing.

rE305 Where it has directed an interim restriction under Regulation E302 or accepted undertakings under Regulation E304, a Panel may, at any point during the period of an interim restriction:
.1 at the request of the Chair of the PCC, or at the request of the PCC or of the Individual, direct that
the interim restriction or undertaking be reviewed at a further hearing of the Panel, on such date
as the Panel shall specify, or on an unspecified date provided that the Individual is served with no
less than 14 days’ notice in writing of the hearing;

.2 at the request of the Individual, direct an expedited full hearing of the Fitness to Practise Panel;

and, shall:

.a inform the Individual of his or her right to request a Fitness to Practise Panel to review the
interim restriction or undertaking under Regulation E313 below;

.b inform the Individual of his or her right of appeal under Regulation E317 below.

The Chair of the Panel shall record, in writing, the decision of the Panel, together with its reasons and
the terms of any direction made, interim restriction imposed or undertakings accepted.

Full Hearings before a Fitness to Practise Panel

As soon as reasonably practicable after receipt of any report prepared by a Medical Examiner or, where
no report has been prepared, the PCC considers that the case is ready for hearing, the Chair of the
Panel shall send a notice in writing of hearing to the Individual which shall:

.1 contain a summary of the case and a copy of the report, where applicable;

.2 inform the Individual of the time and date of the full hearing;

.3 inform the Individual of his or her right to attend and be represented at the hearing, and to produce
evidence at the hearing, in accordance with Regulations E324.2 and .3 below;

.4 inform the Individual of the Panel’s powers at a full hearing under Regulations E308 to E310
below; and,

.5 inform the Individual of his or her right to appeal under Regulation E317 below.

Decisions of a Fitness to Practise Panel

At a full hearing, the Fitness to Practise Panel shall decide whether the Individual is unfit to practise
and, in reaching its decision, shall be entitled to take into account:

.1 the Individual’s current physical or mental condition, any continuing or episodic condition
experienced by the Individual, or any condition experienced by the Individual which, although
currently in remission, may be expected to cause impairment if it recurs; and

.2 any failure by the Individual to comply with a direction to undergo a relevant medical examination
made under Regulation E300.1.

Where a Fitness to Practise Panel has decided that an Individual is unfit to practise, the Panel may
direct:

.1 that the Individual be subject to a restriction which may be subject to such conditions as the
Panel may consider appropriate, and which may be imposed indefinitely or for such period, not
exceeding six months, as shall be specified in the direction;

.2 that the Individual’s right to continue to practise, or to resume practice after any period of restriction
shall be subject to such conditions as the Panel may think fit, including that the Individual:
.a submit for regular examination before one or more Medical Examiners nominated by the Panel,

.b authorise disclosure to the PCC and the Medical Examiner such of his or her medical records as may be reasonably required for the purposes of the medical examination and subsequent report,

.c is reviewed by a registered medical practitioner and shall follow the treatment they recommend in respect of any physical or mental condition, which the Panel consider may be a cause of the Individual being unfit to practice.

rE310 In lieu of imposing any direction under Regulation E309 above, the Panel may accept from the Individual one or more undertakings in writing in which the Individual agrees to such period of restriction, or such conditions, as the Panel would otherwise have imposed.

rE311 Where it has made a direction under Regulation E309 or agreed undertakings under Regulation E310, the Panel shall inform the Individual:

.1 of his or her right to request a Fitness to Practise Panel to review any direction made, or undertakings agreed, under Regulation E313 below;

.2 of his or her right of appeal under Regulation E317 below; and

.3 that a failure to comply with the direction or undertakings would be likely to result in a charge of professional misconduct being brought against the Individual before a Disciplinary Tribunal.

rE312 The Chair of the Panel shall record, in writing, the decision of the Panel, together with its reasons and the terms of any direction made or undertakings accepted.
E4. Reviews and appeals

Review of decisions made by a Fitness to Practise Panel

rE313 At any time during which an Individual is subject to a period of restriction or conditions, directed or undertaken pursuant to these Regulations, the Chair of the PCC may, of his or her own motion, or at the request of the PCC or of the Individual, refer the matter to be reviewed before a Fitness to Practise Panel, where he or she considers there has been a significant change in the Individual’s circumstances or that there is some other good reason for a review to be undertaken.

rE314 Where a case has been referred to a Fitness to Practise Panel for a review hearing under Regulation E313, Regulations E298 to E312 and E324 shall apply, save that the Chair of the Panel and the Individual may agree in writing that no preliminary hearing shall be held.

rE315 At the conclusion of a review hearing, the Fitness to Practise Panel may:

1. confirm or revoke the direction made or undertakings agreed;
2. extend or vary (or further extend or vary) the period for which the direction has effect, or agree with the Individual concerned an extension or variation of the period for which an undertaking has been agreed;
3. replace the direction or undertakings, exercising any of the powers of a Fitness to Practise Panel under Regulations E302, E304, E309 or E310 above.

rE316 Where a case has been referred to a Fitness to Practise Panel for a review hearing under Regulation 26 above and the review hearing cannot be concluded before the expiry of any period of restriction imposed under Regulation E302 or E309.1, or agreed under Regulation E304.1 or E310, the Panel may extend the restriction for such period as it considers necessary to allow for the conclusion of the review hearing.

Appeals before an Appeal Panel

rE317 An Individual may appeal a decision of a Fitness to Practise Panel to impose, extend, vary or replace a period of restriction by notifying the President in writing that he or she wishes to do so, no more than 14 days after the date of the decision subject to appeal.

rE318 As soon as reasonably practicable after receipt of an appeal under Regulation E317, the Chair of the Appeal Panel shall send a notice in writing of the appeal hearing to the Individual, which shall:

1. inform the Individual of the time and date of the appeal hearing;
2. inform the Individual of his or her right to attend and be represented at the hearing, and to produce evidence at the hearing, in accordance with Regulations E324.2 and .3 below; and
3. inform the Individual of the Panel’s powers under Regulation E320 below.

rE319 A pending appeal to an Appeal Panel shall not operate as a stay of the decision subject to appeal.
Decisions of an Appeal Panel

rE320  At the conclusion of an appeal hearing, the Appeal Panel may:

.1 allow the appeal;
.2 confirm the decision that is subject to appeal;
.3 exercise any of the powers of a Fitness to Practise Panel under Regulations E309 or E310 above;

rE321  The Appeal Panel shall inform the Individual:

.1 of his or her right to request a Fitness to Practise Panel to review any direction made, or undertakings agreed, under Regulation E313 above; and
.2 that failure to comply with a restriction or condition imposed under Regulation E320.3 above would be likely to result in a charge of professional misconduct being brought before a Disciplinary Tribunal.

rE322  The Chair of the Panel shall record, in writing, the decision of the Panel, together with its reasons, and the terms of any restriction imposed or undertakings accepted.

rE323  There shall be no right of appeal from a decision of an Appeal Panel.
E5. Conduct of Fitness to Practise and Review Panel Hearings

Procedures before a panel

**rE324** At any hearing before a *Fitness to Practise* or *Appeal Panel*, the proceedings shall be governed by the rules of natural justice, subject to which:

1. the procedure shall be informal, the details being at the discretion of the Chair of the Panel;

2. the *Individual* shall attend the hearing and may be represented by another member of the bar or a solicitor, save that where the *Individual* does not attend and is not represented, the hearing may nevertheless proceed if the Panel is satisfied that it is appropriate to do so and that all reasonable efforts have been made to serve the *Individual* with notice in writing of the hearing in accordance with these Regulations;

3. the *Individual* may, on his or her own behalf or through his or her representative:
   
   a. make representations in writing or orally,

   b. produce evidence, provided (but subject to the discretion of the Chair) that a proof of such evidence has been submitted no less than 24 hours prior to the hearing, and

   c. put questions to any *Medical Examiner* whose report is in evidence before the Panel;

4. the hearing shall be in private, unless the *Individual* requests a public hearing, and shall be recorded electronically;

5. decisions shall be taken by simple majority;

6. where the votes are equal the issue shall be decided, at a hearing before a *Fitness to Practise Panel*, in the *Individual’s* favour and, in an appeal case, against the *Individual*.

**rE325** If at any time it appears to a Panel that it would be appropriate to do so, the Panel may refer the case to the *PCC* for consideration of whether to refer any matter for a hearing before a *Disciplinary Tribunal*.

**rE326** Where it considers it necessary, a Panel may appoint a practising barrister or solicitor to assist it on any question of law or interpretation of these Regulations, by providing an independent advice either orally or in writing, such advice to be tendered in the presence of the parties, or, where the parties are not present at the hearing, copied to the parties as soon as reasonably practicable.

**rE327** A Panel shall have no power to award costs.

**rE328** The proceedings before an *Appeal Panel* shall be by way of a rehearing.

**rE329** At any review hearing before a *Fitness to Practise Panel* or appeal hearing before an *Appeal Panel*, copies of the report of any expert or any proof of evidence referred to at any previous hearing of the Panel in respect of the same case may be referred to by the Panel.

**rE330** In the arrangements that it makes to perform its functions, and in undertaking its functions, in particular, in reaching any decision concerning an *Individual’s* fitness to practise, a Panel shall:

1. take into account its duties to make reasonable adjustments which arise under the Equality Act 2010; and

2. have due regard to the need to:
.a eliminate unlawful discrimination and other conduct prohibited by the Equality Act 2010, and

.b advance equality of opportunity and foster good relations between persons who share a relevant protected characteristic as set out in Section 149 of the Equality Act 2010 and those who do not.

Postponement, adjournment and cancellation

rE331 Before the opening of any hearing in which notice has been served in writing in accordance with these Regulations, the Chair of the Panel may, of his or her own motion or on the application of the PCC or the Individual, postpone the hearing until such time and date as he or she thinks fit.

rE332 Where any hearing under these Regulations has commenced, the Panel considering the matter may, at any stage in the proceedings, whether of its own motion or on the application of the PCC or the Individual, adjourn the hearing until such time and date as it thinks fit.

rE333 No hearing shall be postponed or adjourned under Regulations E335 or E336 unless the Individual has been given reasonable opportunity to make representations on the matter.

rE334 Where a hearing has been postponed or adjourned, the parties shall be notified as soon as reasonably practicable of the time, of the date and place at which the hearing is to take place or to resume.

rE335 Where notice of hearing has been served in writing under these Regulations, the Chair of the Panel may, on application of the PCC or the Individual, cancel the hearing where the Chair considers that there are no reasonable grounds for questioning whether the Individual is unfit to practise.

Notice and publication of Decisions

rE336 Where a decision has been taken by Fitness to Practise Panel or an Appeal Panel under these Regulations, the Chair of the Panel shall, as soon as reasonably practicable, serve notice in writing of the decision on the Individual concerned.

rE337 Where a decision is taken at a full hearing of a Fitness to Practise Panel or at an Appeal Panel hearing, unless the decision is to take no action and the Individual is permitted to continue to practise without restriction, the Chair shall provide notice in writing of the decision to any person to whom he or she considers it to be in the public interest to do so.

Service of documents

rE338 Regulation rE216 of the Disciplinary Tribunals Regulations 2014 (section 5B) shall apply for the purposes of the service of any notices or documents under these Regulations save that, for the reference in Regulation rE216.2.d to the “Directions Judge or the Chairman of the Disciplinary Tribunal”, there shall be substituted the “Chair of the Panel”.

rE339 Where a Panel directs that an Individual’s ability to practise be subject to restrictions, conditions or agreed undertakings, the President shall always communicate brief details of the decision, in writing to:

.1 the Individual;

.2 the Chair of the PCC;

.3 the Director of the Bar Standards Board;

.4 the Barrister’s Head of Chambers, where relevant;
.5 the Treasurers of the Barrister’s Inn of Call and of any other Inns of which he is a member, where relevant; and
.6 other regulators, where relevant.

**E340** The following shall have details of the decision of the Panel communicated to them in writing, at the discretion of the President:

.1 the Chair of the Bar Council;
.2 the Lord Chancellor;
.3 the Lord Chief Justice;
.4 the Attorney General;
.5 the Director of Public Prosecutions; and
.6 the Leaders of the six circuits.
Schedule 1

Constitution of Fitness to Practise and Appeal Panels

1. The President shall appoint and maintain:
   (a) a list of barristers and lay persons eligible to be members of Fitness to Practise Panel;
   (b) a list of barristers and lay persons eligible to be members of an Appeal Panel; and,
   (c) from the lists at (a) and (b), lists of Queen's Counsel eligible to act as Chairs of a Fitness to Practise Panel and an Appeal Panel respectively.

2. The President shall remove from the lists at Paragraph 1 persons:
   (a) whose term of appointment has come to an end, unless that term is renewed;
   (b) who resign from the relevant list by giving notice in writing to that effect to the President; or
   (c) who in the opinion of the President have ceased to be eligible for appointment.

3. The President shall appoint, and ensure that arrangements are in place to be able to access suitably qualified medical members to sit on Fitness to Practise and Appeal Panels.

4. A Fitness to Practise Panel shall consist of five members selected by the President from the list of persons under Paragraph 1(a) and in line with the arrangements arising from paragraph 3, being:
   (a) a Chair whose name appears on the relevant list at Paragraph 1(c);
   (b) two practising barristers;
   (c) a medical member; and
   (d) a lay member.

5. An Appeal Panel shall consist of four members selected by the President from the list of persons under Paragraph 1(b) and in line with paragraph 3, being:
   (a) two practising barristers, including a Chair whose name appears on the relevant list at Paragraph 1(c), and who shall, unless the Appeal Panel decide otherwise, be the most senior of the barrister members;
   (b) a medical member; and
   (c) a lay member.

6. No person shall be selected to sit on a Fitness to Practise Panel or an Appeal Panel if:
   (a) they are a member of the PCC or of the PCC or any of its other Committees; or
   (b) they were a member of the PCC when the matter being dealt with by the Panel was considered by the PCC.

7. No person shall sit on a Fitness to Practise Panel or an Appeal Panel for the hearing of a case that they have previously considered or adjudicated upon in any other capacity.
8. The proceedings of a Fitness to Practise Panel or an Appeal Panel shall be valid notwithstanding that one or more members of the Panel become unable to sit or disqualified from sitting on the Panel, or are replaced by another member from the appropriate list or by the arrangement at paragraph 3, subject to there being a minimum of three Members which shall include a Chair from the relevant list held under Paragraph 1(c), a medical member and a lay member.

9. The validity of the proceedings of a Panel shall not be affected by any defect in the appointment of a member.
F. INTERVENTIONS AND DIVESTITURE

F1. Interventions

\[E341\] The Bar Standards Board has the statutory power under Schedule 14 of the Legal Services Act 2007 to intervene into a BSB licensed body.

\[E342\] The Bar Standards Board may authorise an intervention into a BSB licensed body where:

.1 in relation to the BSB licensed body, one or more of the intervention conditions (as such term is defined in the Legal Services Act 2007) is satisfied, or

.2 the licence granted to the BSB licensed body has expired and has not been renewed or replaced by the Bar Standards Board.

\[E343\] In circumstances where the Bar Standards Board authorises an intervention under \[E344\] above, such intervention shall be carried out in accordance with the provisions of the Legal Services Act 2007.
F2. Divestiture

ErE323 The Bar Standards Board has the statutory power under Schedule 13 of the Legal Services Act 2007 to make an application for divestiture in relation to a non-authorised person and a BSB licensed body.

ErE345 The Bar Standards Board may make an application for divestiture if the divestiture condition (as such term is defined in the Legal Services Act 2007) is satisfied in relation to such non-authorised person and a BSB licensed body (as the case may be).

ErE346 In circumstances where the Bar Standards Board elects to make an application for divestiture under ErE345 above, such application shall be carried out in accordance with the provisions of the Legal Services Act 2007.
Part 6
Definitions
In this Handbook, the following words and phrases have the meaning set out below:

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<tr>
<td>(1)</td>
<td>accreditation</td>
<td>means for the purpose of the QASA Rules the status required under the QASA to be permitted to undertake criminal advocacy in the courts of England and Wales. “accredited” shall be construed accordingly</td>
</tr>
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<td>(2)</td>
<td>admission to an Inn</td>
<td>includes readmission of a former member who has ceased (whether as a result of disbarment or otherwise) to be a member of the Inn</td>
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<td>(3)</td>
<td>admission declaration</td>
<td>means the declaration referred to in Q12 in Part 4</td>
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<td>(4)</td>
<td>administration of oaths</td>
<td>has the same meaning as set out in paragraph 8 of Schedule 2 to the LSA</td>
</tr>
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<td>(5)</td>
<td>administrative sanction</td>
<td>means the imposition of an administrative warning, fixed penalty fine or other administrative fine up to the prescribed maximum, or any combination of the above in accordance with Section 5.A</td>
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<td>(6)</td>
<td>answer</td>
<td>in Part 5, means any document served in accordance with Regulation E240</td>
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<td>(7)</td>
<td>appeal panel</td>
<td>(a) in Section 5.A means an Appeal Panel constituted in accordance with paragraph rE84, to perform the functions set out in regulations E88 and E89 of that Section 5.A; (b) in Section 5.D means an Appeal Panel constituted in accordance with rE256 of that Section 5.D, to perform the functions set out in paragraphs rE276 and rE277 of that Section 5.D; (c) in Section 5.E means an Appeal Panel constituted in accordance with paragraph 5 of Schedule 1 of that Section 5.E, to perform the functions set out in paragraphs rE320 to rE322 of that Section 5.E.</td>
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<td>(8)</td>
<td>appellant</td>
<td>in Part 5 means an appellant wishing to appeal to the visitors or the High Court against a relevant decision</td>
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<td>(9)</td>
<td>applicant body</td>
<td>in Part 3, means a licensable body, or a BSB legal services body which makes an application to the Bar Standards Board for authorisation in accordance with the Scope of Practice, Authorisation and Licensing Rules in Part 3</td>
</tr>
<tr>
<td>(10)</td>
<td>application fee</td>
<td>means the amount payable by a person to cover the cost of an application process for seeking to be authorised by the BSB to carry out any reserved legal services or seeking to extend an existing authorisation</td>
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<tr>
<td>(11)</td>
<td>approved assessment organisation</td>
<td>means an organisation approved by the Joint Advocacy Group to assess the competence of advocates to conduct criminal advocacy against the statement of standards</td>
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<tr>
<td>(12)</td>
<td>approved regulator</td>
<td>means any body specified as an approved regulator in paragraph 1 of Schedule 4 of the LSA or designated as an approved regulator by an order under paragraph 17 of that Schedule</td>
</tr>
<tr>
<td>(13)</td>
<td>approved training organisation</td>
<td>means any body or organisation (including chambers) which has been approved by the Bar Standards Board for the purpose of providing professional training under Section 4.B5</td>
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### DEFINITIONS

#### PART 6

| (14) | associates | has the meaning given in paragraph 5 to Schedule 13 of the LSA namely: |
|      |            | (i) “associate,” in relation to a person (“A”) and: |
|      |            | (a) a shareholding in a body (“S”); or |
|      |            | (b) an entitlement to exercise or control the exercise of voting power in a body (“V”); |
|      |            | means a person listed in sub-paragraph (ii). |
|      |            | (ii) The persons are: |
|      |            | (a) the spouse or civil partner of A; |
|      |            | (b) a child or stepchild of A (if under 18); |
|      |            | (c) the trustee of any settlement under which A has a life interest in possession (in Scotland a life interest); |
|      |            | (d) an undertaking of which A is a director; |
|      |            | (e) an employee of A; |
|      |            | (f) a partner of A (except, where S or V is a partnership in which A is a partner, another partner in S or V); |
|      |            | (g) if A is an undertaking: |
|      |            | (I) a director of A; |
|      |            | (II) a subsidiary undertaking of A; or |
|      |            | (III) a director or employee of such a subsidiary undertaking; |
|      |            | (h) if A has with any other person an agreement or arrangement with respect to the acquisition, holding or disposal of shares or other interests in S or V (whether or not they are interests within the meaning of section 72(3) of the LSA), that other person; or |
|      |            | (i) if A has with any other person an agreement or arrangement under which they undertake to act together in exercising their voting power in relation to S or V, that person |

| (15) | association | means where: |
|      |            | (a) BSB authorised individuals are practising as a chambers; or |
|      |            | (b) BSB authorised persons are sharing premises and/or costs and/or using a common vehicle for obtaining or distributing work with any person other than a BSB regulated person, in a manner which does not require the association to be authorised as an entity under the Legal Services Act 2007 |

<p>| (16) | authorisation fee | means the fee prescribed from time to time by the Bar Standards Board in accordance with Rule S94 |
| (17) | authorised body | means BSB authorised bodies and authorised (non-BSB) bodies |
| (18) | authorised individual | means BSB authorised individuals and authorised (non-BSB) individuals |
| (19) | authorised (non-BSB) body | means a partnership, LLP or company authorised or licensed by another approved regulator to undertake reserved legal activities |
| (20) | authorised (non-BSB) individual | means an individual that is authorised to provide reserved legal activities by another approved regulator where such an individual is working as a manager or an employee of a BSB authorised body |
| (21) | authorised (non-BSB) person | means an authorised (non-BSB) body or an authorised (non-BSB) individual (as the case may be) |</p>
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<th>No.</th>
<th>Term</th>
<th>Definition</th>
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<tr>
<td>(22)</td>
<td>authorised person</td>
<td>has the meaning set out in section 18(1) of the LSA</td>
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<tr>
<td>(23)</td>
<td>bankruptcy order</td>
<td>includes a bankruptcy order made pursuant to the Insolvency Act 1986 and any similar order made in any jurisdiction in the world</td>
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<td>(24)</td>
<td>Bar</td>
<td>means the Bar of England and Wales</td>
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<td>(25)</td>
<td>Bar Council</td>
<td>means The General Council of the Bar as constituted from time to time or a committee thereof</td>
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<td>(26)</td>
<td>Bar Professional Training Course</td>
<td>means a course which has been approved by the Bar Standards Board as providing vocational training of appropriate content and quality to satisfy the requirements of the Vocational Stage</td>
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<td>(27)</td>
<td>Bar Standards Board</td>
<td>means the board established to exercise and oversee the regulatory functions of the Bar Council</td>
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<td>(28)</td>
<td>Bar Transfer Test</td>
<td>means an examination administered by the Bar Standards Board which:</td>
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<td>(a) is designed to assess whether a person has the professional knowledge (including knowledge of the rules of professional conduct) required in order to practise as a barrister in England and Wales; and</td>
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<td>(b) covers subjects not already covered by the education and training of the person concerned, the knowledge of which is essential for such practice</td>
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<td>(29)</td>
<td>barrister</td>
<td>has the meaning given in s. 207 of the LSA and includes</td>
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<td>(a) practising barristers;</td>
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<td>(b) pupils; and</td>
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<td></td>
<td></td>
<td>(c) unregistered barristers</td>
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<td>(30)</td>
<td>BMIF</td>
<td>means Bar Mutual Indemnity Fund Limited</td>
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<td>(31)</td>
<td>BSB authorised body</td>
<td>means a body authorised by the Bar Standards Board in accordance with section E.3 and includes BSB licensed bodies; “BSB authorised bodies” shall be construed accordingly.</td>
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<td>(32)</td>
<td>BSB authorised individuals</td>
<td>means all individuals authorised by the Bar Standards Board to carry on reserved legal activities including:</td>
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<td>a) practising barristers;</td>
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<td>b) second six pupils;</td>
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<td></td>
<td></td>
<td>c) registered European lawyers</td>
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<td>(33)</td>
<td>BSB authorised persons</td>
<td>means BSB authorised bodies and BSB authorised individuals</td>
</tr>
<tr>
<td>(34)</td>
<td>BSB legal services body</td>
<td>means a body authorised by the Bar Standards Board in accordance with Section 3.E other than a BSB licensed body “BSB legal services bodies” shall be construed accordingly</td>
</tr>
<tr>
<td>(35)</td>
<td>BSB licensed body</td>
<td>means partnerships, LLPs and companies that have been and continue to be licensed to act as a licensed body by the Bar Standards Board in accordance with Section 3.E;</td>
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<td>(Note that this term is used only where it is necessary to distinguish between BSB licensed bodies and other BSB authorised persons. Otherwise, BSB licensed bodies are within the definition of BSB authorised bodies.)</td>
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<td>(36)</td>
<td>BSB regulated individuals</td>
<td>means BSB authorised individuals, authorised (non-BSB) individuals employed by BSB authorised bodies and BSB regulated managers</td>
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<tr>
<td>(37)</td>
<td>BSB regulated managers</td>
<td>means all partners, members or directors of a partnership, limited liability partnership or company respectively where such partnership, limited liability partnership or company is a BSB authorised body</td>
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<td>(38)</td>
<td>BSB regulated persons</td>
<td>means, as stated by Rule I7:</td>
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<td>(39)</td>
<td>BSB Representative</td>
<td>means a person or persons appointed by the Bar Standards Board in accordance with Regulation E103 following a referral of a matter by the PCC to a Disciplinary Tribunal</td>
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<td>(40)</td>
<td>call</td>
<td>means call to the Bar in accordance with the Bar Training Rules</td>
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<td>(41)</td>
<td>call declaration</td>
<td>means the Declaration referred to in Rule Q112.3</td>
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<td>(42)</td>
<td>CCBE</td>
<td>means The Council of Bars and Law Societies of Europe</td>
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<td>(43)</td>
<td>CCBE State</td>
<td>means any state whose legal profession is a full member, an associate member or an observer member of the CCBE</td>
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<td>(44)</td>
<td>Certificate of Good Standing</td>
<td>means:</td>
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### Chambers

Chambers refers to a place where one or more self-employed barristers or BSB authorised bodies carry on their practices and also refers to all the barristers (excluding pupils) and BSB authorised bodies who for the time being carry on their practices at or from that place.

### Client

Client means the person for whom you act and where the context permits, includes prospective and former clients.

### Client Money

Client money means:

- money, securities or other assets beneficially owned by a client, or
- money, securities or other assets provided by, or for the benefit of, your client or intended by another party to be transmitted to your client,

But excludes:

- a fixed fee paid in advance; or
- a payment made in settlement of an accrued debt; or
- money which belongs to your employer.

### Code of Conduct for European Lawyers

The Code of Conduct for European Lawyers means the code of conduct adopted by the CCBE (as may be amended from time to time) applying to all lawyers undertaking cross border activities in a CCBE State.

### Company

Company has the same meaning as in section 1 of the Companies Act 2006.

### Complaint

Complaint means, for the purposes of Part 2, a complaint by a client about the standard of service received that is addressed either to the Legal Ombudsman or the chambers or the BSB authorised person and, for the purposes of Part 5, an allegation, or a group of associated allegations, by any person or by the Bar Standards Board of its own motion of professional misconduct or a breach of the Core Duties and/ or rules of this Handbook and includes a legal aid complaint.

### Complaints Regulations

Complaints Regulations means the Regulations set out at section 5.1 of the Companies Act 2006.

### Conditional Fee Agreement

Conditional fee agreement means a conditional fee agreement as defined in Section 58 of the Courts and Legal Services Act 1990.

### Conduct Litigation

Conduct litigation or conduct of litigation has the same meaning as set out in paragraph 4 of Schedule 2 to the LSA. Conducting litigation shall be construed accordingly.

### Convening Order

Convening Order means the Order described in Rule E126.

### Conviction

Conviction means a criminal conviction for an indictable offence.

### Council of the Inns of Court (COIC)

Council of the Inns of Court (COIC) means the Council of the Inns of Court and its successors including any entity or part through which it exercises its functions.

### Court

Court means any court or tribunal or any other person or body whether sitting in public or in private before whom a barrister appears or may appear as an advocate.

### Criminal Advocacy

Criminal advocacy means advocacy in all hearings arising out of a police-led or Serious Fraud Office-led investigation and prosecuted in the criminal courts by the Crown Prosecution Service or the Serious Fraud Office but does not include hearings arising out of Parts 2, 5 or 8 of the Proceeds of Crime Act 2002.
(59) criminal advocacy evaluation form | means a form completed by a judge to record the competence of a barrister to conduct criminal advocacy against the statement of standards

(60) criminal offence | means any offence, wherever committed, under the criminal law of any jurisdiction (including an offence the conviction for which is a spent conviction within the meaning of the Rehabilitation of Offenders Act 1974) except:
(a) an offence for which liability is capable of being discharged by payment of a fixed penalty; and
(b) an offence which has as its main ingredient the unlawful parking of a vehicle

(61) pending criminal proceedings | are pending if a person:
(a) is currently charged with, or
(b) is on bail or in detention or custody (or has failed to surrender to custody) in connection with, any criminal offence

(62) Cross border activities | means:
(a) the undertaking by a BSB authorised person of foreign work in a CCBE State other than the UK, whether or not the BSB authorised person is physically present in that CCBE State; and
(b) any professional contact by a BSB authorised person with a lawyer of a CCBE State other than the UK

(63) decision period | for the purposes of applications for authorisation in Part 3 means:
in respect of an application for authorisation or licensing, the period of 6 months;
in respect of a standalone application for authorisation to conduct litigation, the period of 3 months; and
in respect of an application for approval of a manager, owner, HOLP or HOFA, the period of 1 month,
in each case, commencing on the last date on which the Bar Standards Board receives any of the documentation, information or payments required to be submitted with such application

(64) defendant | in Section 5.B means the relevant person who is the subject of the disciplinary charge or charges brought before a Disciplinary Tribunal and/or of a disqualification application made to the Disciplinary Tribunal under the Complaints Regulations and in Section 5.D means the relevant person against whom the Bar Standards Board is considering taking interim action in accordance with Section 5.D

(65) Definitions Section | means Part 4 of the Handbook

(66) determination by consent procedure | means the procedure set out in Regulation E67

(67) devilling | means where a self-employed barrister ("A") arranges for another barrister ("B") in the same chambers to carry out work for A on the basis that A will be responsible for the payment of B’s remuneration for such work and will be responsible to the client for the work as if it were his own.
“devil” and “devils” will be construed accordingly
<table>
<thead>
<tr>
<th>Definitions</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>(68) Directions Judge</td>
<td>means a Judge or Queen’s Council designated by the President</td>
</tr>
</tbody>
</table>
| (69) Director | means a director of a company, and includes the director of a BSB authorised body or an authorised (non-BSB) body which is a company, and in relation to a societas Europaea includes:  
  a) in a two-tier system, a member of the management organ and a member of the supervisory organ;  
  b) in a one-tier system, a member of the administrative organ |
| (70) directors disqualification order | includes a disqualification order made by a court, or disqualification undertaking accepted by the secretary of state, pursuant to the Company Directors Disqualification Act 1986 and any similar order made or undertaking given in any jurisdiction in the world |
| (71) Disciplinary Tribunal | means a Tribunal convened pursuant to E130 of the Disciplinary Tribunal Regulations 2014 to consider an allegation of professional misconduct against a BSB regulated person (for which the sanctions may include disqualification, where Part 5 so provides) and/or to consider an application for disqualification against a relevant person |
| (72) discrimination | has the same meaning as in chapter 2 of the Equality Act 2010 |
| (73) disqualification condition | means that, in their capacity as a HOLP, HOFA, manager or employee of a BSB authorised body or as an employee of a BSB authorised person (as the case may be), the relevant person has (intentionally or through neglect):  
  a) (if a BSB regulated person) breached a relevant duty to which the BSB regulated person is subject under this handbook or under applicable rules of another approved regulator; or  
  b) (if either a BSB regulated person or a non-authorised individual employed by a BSB authorised person) caused, or substantially contributed to, a BSB regulated person breaching a relevant duty to which the BSB regulated person is subject under this handbook or under applicable rules of another approved regulator; and  
  c) in either case, that it is undesirable that the relevant person should engage in the relevant activity in respect of which the disqualification order is made  
NB: this definition is not the same as the equivalent term in the Legal Services Act 2007 |
| (74) disqualification order | means an order:  
  a) made by a Disciplinary Tribunal in disposing of a disciplinary charge or disqualification application referred to it by the PCC; and  
  b) made on the basis that the disqualification condition is satisfied in respect of the relevant person who is the subject of the disqualification order; and  
  c) either indefinitely or for a stated period, disqualifying a relevant person from one or more relevant activities and prohibiting any BSB authorised person from appointing them or directly or indirectly employing them in respect of such relevant activities, namely acting as a HOLP, HOFA, manager or employee of a BSB authorised body or as an employee of a BSB authorised individual (as the case may be) |
### DEFINITIONS

#### PART 6

| (75) | disqualify or disqualification | means the power of the Bar Standards Board, pursuant to Section 5.B, to disqualify a relevant person from performing one or more of the relevant activities where the disqualification condition is satisfied, which power when exercised on an interim basis shall be exercised in accordance with Section 5.D |
| (76) | diversity data | Means information relating to the following characteristics in respect of an individual:  
   a) Age  
   b) Disability  
   c) Pregnancy and maternity  
   d) Race (including ethnic or national origins, colour or nationality  
   e) Religion or belief (including lack of belief)  
   f) Sex  
   g) Sexual orientation |
| (77) | effective trial | means a trial that allows for the assessment of a barrister against standards 1-4 as set out in the statement of standards |
| (78) | employed barrister | means:  
   a) an employed barrister (authorised non-BSB body); or  
   b) an employed barrister (BSB authorised body); or  
   c) an employed barrister (non-authorised body) |
| (79) | employed barrister (authorised non-BSB body) | means a practising barrister who is employed by an authorised (non-BSB) body either:  
   a) under a contract of employment; or  
   b) under a written contract for services which is for a determinate period (subject to any provision for earlier termination on notice), who supplies legal services as a barrister in the course of his employment |
| (80) | employed barrister (BSB authorised body) | means a practising barrister who is employed by a BSB authorised body either:  
   a) under a contract of employment; or  
   b) under a written contract for services which is for a determinate period (subject to any provision for earlier termination on notice), who supplies legal services as a barrister in the course of his employment |
| (81) | employed barrister (non-authorised body) | means a practising barrister who is employed:  
   a) other than by an authorised body;  
   b) either:  
      i) under a contract of employment; or  
      ii) under a written contract for services which is for a determinate period (subject to any provision for earlier termination on notice); or  
      iii) by virtue of an office under the Crown or in the institutions of the European Union; and  
   who supplies legal services as a barrister in the course of his employment |
| (82) \(\text{employees} \) | means authorised and non-authorised individuals who are directly and indirectly employed by BSB authorised persons; |
| (83) \(\text{employer} \) | means persons by whom employed barristers (non-authorised bodies) are directly or indirectly employed including any holding subsidiary or associated company, corporate body or firm of that person |
| (84) \(\text{employment} \) | means direct or indirect employment |
| (85) \(\text{enforcement strategy} \) | means the strategy on enforcement from time to time published by the Bar Standards Board, in effect as at the date the complaint is made to the Bar Standards Board or raised by the Bar Standards Board of its own motion under Part 5 |
| (86) \(\text{Enforcement Regulations} \) | means the supervision and enforcement regulations set out at Part 5 |
| (87) \(\text{English law} \) | includes international law and the law of the European Communities |
| (88) \(\text{Equality and Diversity Officer} \) | means the individual appointed as such by the chambers or the BSB authorised body (as appropriate), one of whose responsibilities is to ensure compliance with the Equality and Diversity set out at rules C110-C111 |
| (89) \(\text{Establishment Directive} \) | means Directive 98/5/EC of the European Parliament and of the Council of February 1998 to facilitate practice of the profession of lawyer on a permanent basis in a Member State other than that in which the qualification was obtained |
| (90) \(\text{European lawyer} \) | means a person who is a national of a Member State and who is authorised in any Member State to pursue professional activities under any of the professional titles appearing in article 2(2) of the European Communities (Lawyer’s Practice) Order 1999, but who is not any of the following: 
  a) a solicitor or barrister of England and Wales or Northern Ireland; or 
  b) a solicitor or advocate under the law of Scotland |
| (91) \(\text{European Qualifications Regulations} \) | means the European Communities (Recognition of Professional Qualifications) Regulations 2007 |
| (92) \(\text{family responsibilities} \) | includes caring responsibilities for older, young, or disabled dependants or relatives |
| (93) \(\text{Fitness to Practise Panel} \) | means a Fitness to Practise Panel constituted under Section 5.E, in accordance with paragraph 4 of schedule 1 |
| (94) \(\text{foreign client} \) | means a lay client who has his centre of main interests outside England and Wales, or who reasonably appears as having that characteristic |
| (95) \(\text{foreign lawyer} \) | is a person who is a member, and entitled to practice as such, of a legal profession regulated within a jurisdiction outside England and Wales and who is not an authorised person for the purposes of the LSA |
| (96) \(\text{foreign work} \) | means legal services of whatsoever nature relating to: 
  a) court or other legal proceedings taking place or contemplated to take place outside England and Wales; or 
  b) if no court or other legal proceedings are taking place or contemplated, any matter or contemplated matter not subject to the law of England and Wales |
<p>| (97) | full accreditation | means accreditation that permits a barrister to undertake criminal advocacy in the courts in England and Wales for a period of up to five years |
| (98) | full practising certificate | means, in accordance with Rule S63, a practising certificate which entitles a barrister to exercise a right of audience before every court in relation to all proceedings |
| (99) | Full Qualification Certificate | means a certificate issued by the Bar Standards Board under Rule Q69 or Rule Q86 on satisfactory completion of, or exemption from, the Professional Stage |
| (100) | Handbook | means this Handbook |
| (101) | harassment | has the same meaning as in section 26 of the Equality Act 2010 |
| (102) | Hearings before the Visitors | means an appeal hearing constituted under Section 3.V |
| (103) | HOFA | means an individual who has been designated as a Head of Finance and Administration by a BSB Authorised Body (as required by section E1 of Part 3 of the Handbook) and approved by the BSB in accordance with section E of Part 3; NB: This definition is not the same as the equivalent term in the Legal Services Act 2007 |
| (104) | HOLP | means an individual who has been designated as a Head of Legal Practice by a BSB Authorised Body (as required by section E1 of Part 3 of the Handbook) and approved by the BSB in accordance with section E of Part 3; NB: This definition is not the same as the equivalent term in the Legal Services Act 2007 |
| (105) | home regulator | means the body in a Member State which authorises a European lawyer to pursue professional activities under any of the professional titles appearing in article 2(2) of the European Communities (Lawyer’s Practise) Order 1999 and, if he is authorised in more than one Member State, it shall mean any such body |
| (106) | home professional title | means, in relation to a European lawyer, the professional title or any of the professional titles specified in relation to his home State in article 2(2) of the European Communities (Lawyer’s Practise) Order 1999 under which he is authorised in his home State to pursue professional activities |
| (107) | home State | means the Member State in which a European lawyer acquired the authorisation to pursue professional activities under his home professional title and, if he is authorised in more than one Member State, it shall mean any such Member State |
| (108) | immigration work | means the provision of immigration advice and immigration services, as defined in section 82 of the Immigration and Asylum Act 1999 |
| (109) | independent assessor | means a person appointed by the Joint Advocacy Group to attend court to assess the competence of a barrister to conduct criminal advocacy against the statement of standards |
| (110) | indictable offence | has the same meaning as in Schedule 1 of the Interpretation Act 1978, namely “an offence which, if committed by an adult is triable on indictment whether it is exclusively so triable or triable either way” |
| (111) | indirectly employed | means employment by a non-authorised person that in turn is owned or controlled by one or more BSB authorised persons and indirect employment shall be construed accordingly |</p>
<table>
<thead>
<tr>
<th>No.</th>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>112</td>
<td>Inn</td>
<td>means one of the four Inns of Court, namely, the Honourable Societies of Lincoln’s Inn, Inner Temple, Middle Temple and Gray’s Inn “Inns” should be construed accordingly</td>
</tr>
<tr>
<td>113</td>
<td>instructions</td>
<td>means instructions or directions in whatever form (including a brief to appear as an advocate before a Court) given to a practising barrister or a BSB authorised body to supply legal services whether in a contentious or in a non-contentious matter and “instructed” shall have a corresponding meaning</td>
</tr>
<tr>
<td>114</td>
<td>interim panel</td>
<td>means an interim panel constituted in accordance with paragraph rE254, to perform the functions set out in paragraphs rE265 to rE267 of Section 5.D</td>
</tr>
<tr>
<td>115</td>
<td>intermediary</td>
<td>means any person by whom a self-employed barrister or authorised body is instructed on behalf of a client excluding a professional client who is not also the client save for an intermediary in the context of a referral fee which includes a professional client</td>
</tr>
<tr>
<td>116</td>
<td>Joint Advocacy Group</td>
<td>means the group established by the Bar Standards Board, the Solicitors’ Regulation Authority and ILEX Professional Standards, in order to oversee the quality assurance and accreditation of criminal advocacy</td>
</tr>
<tr>
<td>117</td>
<td>Justices’ clerk</td>
<td>means a serving Justices’ clerk or assistant Justices’ clerk, appointed under the Courts Act 2003</td>
</tr>
<tr>
<td>118</td>
<td>lay member</td>
<td>means either: (a) a lay person appointed to be a member of the Bar Standards Board or one of its regulatory committees; or, (b) a lay person appointed by the President to serve on Disciplinary Tribunals, Interim Suspension Panels and Appeal Panels therefrom, and Fitness to Practise Panels and Appeal Panels therefrom.</td>
</tr>
<tr>
<td>119</td>
<td>Lay person</td>
<td>means a person who is not and never has been a barrister and who has not completed the training required in order to be called to the Bar</td>
</tr>
<tr>
<td>120</td>
<td>lay representative</td>
<td>means a lay person appointed by the Lord Chief Justice to serve on Hearings before the Visitors.</td>
</tr>
<tr>
<td>121</td>
<td>legal aid complaint</td>
<td>has the same meaning as in section 40 of the Administration of Justice Act 1985</td>
</tr>
<tr>
<td>122</td>
<td>Legal Advice Centre</td>
<td>means a centre operated by a charitable or similar non-commercial organisation at which legal services are habitually provided to members of the public without charge (or for a nominal charge) to the client and: a) which employs or has the services of one or more solicitors conducting work pursuant to rule 4.16 of the SRA Practice Framework Rules 2011; or b) which has been and remains designated by the Bar Standards Board as suitable for the employment or attendance of barristers subject to such conditions as may be imposed by the Bar Standards Board in relation to insurance or any other matter whatsoever</td>
</tr>
<tr>
<td>123</td>
<td>Legal Ombudsman</td>
<td>means scheme administered by the Office for Legal Complaints under Part 6 of the LSA</td>
</tr>
</tbody>
</table>
| (124) | legal services | includes legal advice representation and drafting or settling any statement of case witness statement affidavit or other legal document but does not include:
| | | a) sitting as a judge or arbitrator or acting as a mediator;
| | | b) lecturing in or teaching law or writing or editing law books articles or reports;
| | | c) examining newspapers, periodicals, books, scripts and other publications for libel, breach of copyright, contempt of court and the like;
| | | d) communicating to or in the press or other media;
| | | e) giving advice on legal matters free to a friend or relative or acting as unpaid or honorary legal adviser to any charitable benevolent or philanthropic institution;
| | | f) in relation to a barrister who is a non-executive director of a company or a trustee or governor of a charitable benevolent or philanthropic institution or a trustee of any private trust, giving to the other directors trustees or governors the benefit of his learning and experience on matters of general legal principle applicable to the affairs of the company institution or trust;
<p>| | | g) early neutral evaluation, expert determination and adjudications |
| (125) | Legal Services Board or LSB | means the independent body established under the LSA to be the overarching regulator for the legal profession as a whole |
| (126) | Legal Aid Agency | is the executive agency established under Legal Aid Sentencing and Punishment of Offenders Act 2012 to manage and administer the legal aid system |
| (127) | licensed access client | means a person or organisation approved as such by the Bar Standards Board in accordance with the Licensed Access Recognition Regulations <a href="https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/licensed-access-recognition-regulations/">https://www.barstandardsboard.org.uk/regulatory-requirements/for-barristers/licensed-access-recognition-regulations/</a> |
| (128) | licensed access rules | means the Rules on licensed access set out at Rules C132 to C141 |</p>
<table>
<thead>
<tr>
<th>(129)</th>
<th>licensable body</th>
<th>Has the same meaning as set out in s. 72 LSA namely:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>(1) A body (“B”) is a licensable body if a non-authorised person—</td>
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<td></td>
<td></td>
<td>(a) is a manager of B, or</td>
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<tr>
<td></td>
<td></td>
<td>(b) has an interest in B.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) A body (“B”) is also a licensable body if—</td>
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<td></td>
<td></td>
<td>(a) another body (“A”) is a manager of B, or has an interest in B, and</td>
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<td></td>
<td>(b) non-authorised persons are entitled to exercise, or control the exercise of, at least 10% of the voting rights in A.</td>
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<td>(3) For the purposes of this Act, a person has an interest in a body if—</td>
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<td></td>
<td></td>
<td>(a) the person holds shares in the body, or</td>
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<td></td>
<td></td>
<td>(b) the person is entitled to exercise, or control the exercise of, voting rights in the body.</td>
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<td>(4) A body may be licensable by virtue of both subsection (1) and subsection (2).</td>
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<td>(5) For the purposes of this Act, a non-authorised person has an indirect interest in a licensable body if the body is licensable by virtue of subsection (2) and the non-authorised person is entitled to exercise, or control the exercise of, voting rights in A.</td>
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<td>(6) “shares” means—</td>
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<td></td>
<td>(a) in relation to a body with a share capital, allotted shares (within the meaning of the Companies Acts);</td>
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<td></td>
<td>(b) in relation to a body with capital but no share capital, rights to share in the capital of the body;</td>
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<td></td>
<td>(c) in relation to a body without capital, interests—</td>
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<td></td>
<td></td>
<td>(i) conferring any right to share in the profits, or liability to contribute to the losses, of the body, or</td>
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<td></td>
<td>(ii) giving rise to an obligation to contribute to the debts or expenses of the body in the event of a winding up;</td>
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<tr>
<td></td>
<td></td>
<td>and references to the holding of shares, or to a shareholding, are to be construed accordingly.</td>
</tr>
<tr>
<td>(130)</td>
<td>licensed body</td>
<td>a licensable body which has been granted a licence by the Bar Standards Board or other licensing authority to undertake reserved legal activities</td>
</tr>
<tr>
<td>(131)</td>
<td>licensing authority</td>
<td>means an approved regulator which is designated as a licensing authority under Part 1 of Schedule 10 to the LSA, and whose licensing rules have been approved for the purposes of the LSA</td>
</tr>
<tr>
<td>(132)</td>
<td>limited practising certificate</td>
<td>in accordance with s65, a limited practising certificate authorises a barrister to exercise any right of audience that they had on 30 July 2000 as a result of them being a barrister</td>
</tr>
<tr>
<td>(133)</td>
<td>litigation extension fee</td>
<td>means the amount payable by a BSB authorised person which has a litigation extension</td>
</tr>
<tr>
<td>(134)</td>
<td>LLP</td>
<td>means a limited liability partnership formed by being incorporated under the Limited Liability Partnerships Act 2000</td>
</tr>
<tr>
<td>(135)</td>
<td>LSA</td>
<td>means the Legal Services Act 2007 (as amended)</td>
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<tr>
<td>(136)</td>
<td>manager</td>
<td>has the same meaning as set out in s. 207 LSA namely:</td>
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<td></td>
<td></td>
<td>a) a member of an <em>LLP</em>;</td>
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<tr>
<td></td>
<td></td>
<td>b) a director of a company;</td>
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<td></td>
<td></td>
<td>c) a <em>partner</em> in a <em>partnership</em>; or</td>
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<td></td>
<td></td>
<td>d) in relation to any other body, a member of its governing body.</td>
</tr>
<tr>
<td>(137)</td>
<td>material interest</td>
<td>a person holds a material interest in a body (“B”) if the person:</td>
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<tr>
<td></td>
<td></td>
<td>i. holds at least 10% of the shares in B,</td>
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<td></td>
<td></td>
<td>ii. is able to exercise significant influence over the management of B by virtue of the person’s shareholding in B,</td>
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<tr>
<td></td>
<td></td>
<td>iii. holds at least 10% of the shares in a parent undertaking (“P”) of B,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iv. is able to exercise significant influence over the management of P by virtue of the person’s shareholding in P,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>v. is entitled to exercise, or control the exercise of, voting power in B which, if it consists of voting rights, constitutes at least 10% of the voting rights in B,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vi. is able to exercise significant influence over the management of B by virtue of the person’s entitlement to exercise, or control the exercise of, voting rights in B,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>vii. is entitled to exercise, or control the exercise of, voting power in P which, if it consists of voting rights, constitutes at least 10% of the voting rights in P, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>viii. is able to exercise significant influence over the management of P by virtue of the person’s entitlement to exercise, or control the exercise of, voting rights in P,</td>
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<td></td>
<td></td>
<td>and for the purposes of this definition “person” means—</td>
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<tr>
<td></td>
<td></td>
<td>i. the person,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ii. any of the person’s associates, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>iii. the person and any of the person’s associates taken together;</td>
</tr>
<tr>
<td>(138)</td>
<td>mediation</td>
<td>means the process whereby the parties to a dispute appoint a neutral <em>person</em> (mediator) to assist them in the resolution of their dispute</td>
</tr>
<tr>
<td>(139)</td>
<td>medical</td>
<td>In relation to any person means a registered medical practitioner</td>
</tr>
<tr>
<td>(140)</td>
<td>Medical Examiner</td>
<td>means a registered medical practitioner nominated to carry out a medical examination of an Individual under Regulations rE299.1 and rE309.2a of Section 5.E and provide medical advice to the Fitness to Practise Panel.</td>
</tr>
<tr>
<td>(141)</td>
<td>medical member</td>
<td>means a person appointed by the President under Section 5.E, in accordance with paragraph 1 of schedule 1 for the purpose of serving on Fitness to Practise and Appeal Panels.</td>
</tr>
<tr>
<td>(142)</td>
<td>Member State</td>
<td>means a state which is a member of the European Union</td>
</tr>
<tr>
<td>No.</td>
<td>Definition</td>
<td></td>
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</tr>
<tr>
<td>143</td>
<td><strong>minor criminal offence</strong> includes: <strong>a)</strong> an offence committed in the United Kingdom which is a fixed-penalty offence under the Road Traffic Offenders Act 1988; <strong>b)</strong> an offence committed in the United Kingdom or abroad which is dealt with by a procedure substantially similar to that for such a fixed-penalty offence; <strong>c)</strong> an offence whose main ingredient is the unlawful parking of a motor vehicle.</td>
<td></td>
</tr>
<tr>
<td>144</td>
<td><strong>non-authorised body</strong> any body that is not an authorised body.</td>
<td></td>
</tr>
<tr>
<td>145</td>
<td><strong>non-authorised individual</strong> means any individual who is not a BSB authorised individual or an authorised (non-BSB) individual but who is directly or indirectly employed by a Chambers, BSB legal services body and/or a licensed body, or a BSB authorised person.</td>
<td></td>
</tr>
<tr>
<td>146</td>
<td><strong>non-authorised person</strong> means: <strong>a)</strong> non-authorised bodies; and <strong>b)</strong> non-authorised individuals</td>
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<td>147</td>
<td><strong>non-reserved activities</strong> means any activities other than reserved legal activities.</td>
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<td>148</td>
<td><strong>notarial activities</strong> has the same meaning as set out in paragraph 7 of Schedule 2 to the LSA.</td>
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<td>149</td>
<td><strong>Owner</strong> means: <strong>a)</strong> in relation to a BSB authorised body that is a company or an LLP (or an applicant to become such a body), any person who holds a material interest in that company or LLP; <strong>b)</strong> in relation to a BSB authorised body that is a partnership (or an applicant to become such a body), any partner of that partnership who holds a material interest in that partnership.</td>
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<td>150</td>
<td><strong>parental leave</strong> means leave taken by the main carer of a child preceding or following birth or adoption. This could be the mother, father or adoptive parent of either sex.</td>
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<tr>
<td>151</td>
<td><strong>partner</strong> means a person who is or is held out as a partner in an unincorporated firm.</td>
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<tr>
<td>152</td>
<td><strong>partnership</strong> means an unincorporated partnership, and includes any unincorporated firm in which persons are or are held out as partners, but does not include an LLP.</td>
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<tr>
<td>153</td>
<td><strong>PCC</strong> means the Professional Conduct Committee and its successors in title from time to time.</td>
<td></td>
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<td>154</td>
<td><strong>period of deferral</strong> has the meaning set out in Regulation E79.</td>
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<tr>
<td>155</td>
<td><strong>person</strong> includes a body of persons (corporate or unincorporated).</td>
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<td>156</td>
<td><strong>petition</strong> In Part 5 means the petition of appeal served pursuant to Rule E236.1.</td>
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<tr>
<td>Definition</td>
<td>Description</td>
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</table>
| **(157)** practice | means the activities, including business related activities, in that capacity, of:  
  a) a *practising barrister*;  
  b) a *barrister exercising a right of audience* in a Member State other than the United Kingdom pursuant to the *Establishment Directive*, or the European Communities (Lawyer’s *Practice*) Regulations 2000;  
  c) a BSB authorised body;  
  d) a manager of a BSB authorised body or a BSB licensed body;  
  e) an employee of a BSB authorised body or a BSB licensed body;  
  “practise,” “practising” and “practised” should be construed accordingly |
| **(158)** practising address | means an address from which the services which consist of or include the carrying on of reserved legal activities are being provided |
| **(159)** practising barrister | means a *barrister* who practises as a barrister as defined in Rule S9 |
| **(160)** practising certificate | means a *full practising certificate*, a *provisional practising certificate*, a *limited practising certificate*, or an *European lawyer’s practising certificate* or a temporary practising certificate issued by the *Bar Council* |
| **(161)** practising certificate fee | means the amount payable for a *practising certificate* each year, such amount to be calculated by reference to the Schedule of Practising Certificate Fees issued by the *Bar Council* from time to time, together with the provisions of Section 3.C |
| **(162)** practising certificate year | means the period from 1 April in any calendar year to 31 March in the next calendar year |
| **(163)** the President | means the President of the Council of the *Inns* of Court; |
| **(164)** probate activities | has the same meaning as set out in paragraph 6 of Schedule 2 to the *LSA* |
| **(165)** professional client | means in relation to giving *instructions* to a BSB authorised *person*:  
  a) any person authorised by another approved regulator or licensing authority;  
  b) an employed barrister or registered European lawyer;  
  c) any *practising barrister* or registered European lawyer acting on his own behalf;  
  d) any BSB authorised person who is authorised to conduct litigation;  
  e) a foreign lawyer;  
  f) a Scottish or Northern Irish Solicitor; or  
  g) the representative of any body (such as a Legal Advice Centre or Pro Bono or Free Representation Unit) which arranges for the supply of legal services to the public without a fee, and which has been and remains designated by the *Bar Standards Board* (subject to such conditions as may be imposed by the *Bar Council* or *Bar Standards Board* in relation to insurance or any other matter whatsoever) as suitable for the instruction of barristers, and which instructs a barrister to supply legal services without a fee; |
<table>
<thead>
<tr>
<th>Number</th>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>(166)</td>
<td>professional misconduct</td>
<td>means a breach of this Handbook by a BSB regulated person which is not appropriate for disposal by way of the imposition of administrative sanctions, pursuant to Section 5.A</td>
</tr>
<tr>
<td>(167)</td>
<td>professional principles</td>
<td>has the same meaning as set out in s. 1(3) LSA namely: (a) that authorised persons should act with independence and integrity, (b) that authorised persons should maintain proper standards of work, (c) that authorised persons should act in the best interests of their clients, (d) that persons who exercise before any court a right of audience, or conduct litigation in relation to proceedings in any court, by virtue of being authorised persons should comply with their duty to the court to act with independence in the interests of justice, and (e) that the affairs of clients should be kept confidential.</td>
</tr>
<tr>
<td>(168)</td>
<td>progression</td>
<td>means for the purposes of the QASA Rules the process by which a barrister can increase their level under the QASA</td>
</tr>
<tr>
<td>(169)</td>
<td>provisional accreditation</td>
<td>means for the purposes of the QASA Rules accreditation that permits a barrister to undertake criminal advocacy in the courts in England and Wales for a period of up to 12 or 24 months, but which requires further steps to be taken to obtain full accreditation</td>
</tr>
<tr>
<td>(170)</td>
<td>provisional practising certificate</td>
<td>in accordance with Rule S64 a provisional practising certificate authorises a pupil in his second six to exercise a right of audience before every court in relation to all proceedings</td>
</tr>
<tr>
<td>(171)</td>
<td>Provisional Qualification Certificate</td>
<td>means a certificate issued by the Bar Standards Board under Q68 or Q96 following satisfactory completion of, or exemption from, the non-practising six months of pupillage</td>
</tr>
<tr>
<td>(172)</td>
<td>public access client</td>
<td>a client (other than a licensed access client) that instructs a barrister directly on their behalf.</td>
</tr>
<tr>
<td>(173)</td>
<td>public access instructions</td>
<td>means instructions given to a barrister by or on behalf of a public access client, in accordance with Rules C119 to C131</td>
</tr>
<tr>
<td>(174)</td>
<td>pupil</td>
<td>means an individual who is undertaking either the first non-practising six months of pupillage or the second practising six months of pupillage, or a part thereof and who is registered with the Bar Standards Board as a pupil</td>
</tr>
<tr>
<td>(175)</td>
<td>pupil supervisor</td>
<td>an individual, qualified barrister who has been approved as a pupil supervisor by his or her Inn of Court, and in accordance with the Bar Training Regulations</td>
</tr>
<tr>
<td>(176)</td>
<td>pupillage</td>
<td>means a period of professional training under Section 4.85 and includes a period of external training for which permission has been given by the Bar Standards Board under rQ45</td>
</tr>
<tr>
<td>(177)</td>
<td>Qualifications Committee</td>
<td>means the Qualifications Committee of the Bar Standards Board or its successor</td>
</tr>
<tr>
<td>(178)</td>
<td>Qualification Regulations</td>
<td>means the rules on qualification set out at Part 4</td>
</tr>
<tr>
<td>Definition</td>
<td>Description</td>
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| (179) qualified European lawyer | means a person who is a national of a Relevant State and who either:  
(a) holds a diploma required in a Relevant State for the practice of a legal profession regulated by that State which diploma satisfies the requirements of Regulation 22(1)(a) of the European Qualification Regulations; or  
(b) satisfies the requirements of Regulation 22(1)(b) of the European Qualification Regulations |
| (180) qualified foreign lawyer | means a person who is a member of a legal profession regulated in a jurisdiction outside England and Wales and entitled to practise as such |
| (181) qualified lawyer | means a person who is authorised to practise by another Approved Regulator, a Qualified European Lawyer or a Qualified Foreign Lawyer |
| (182) the Quality Assurance Committee | means the Quality Assurance Committee of the Bar Standards Board or its successor |
| (183) QASA | means the Quality Assurance Scheme for Advocates developed by the Joint Advocacy Group and set out in the QASA Rules and QASA Handbook |
| (184) Quality Assurance Scheme for Advocates Rules (QASA Rules) | means the rules set out in rC31 to rC63 of the Handbook; “QASA Rules” shall be construed accordingly |
| (185) QASA Handbook | means the Handbook for the Quality Assurance Scheme for Advocates (crime) developed by the Joint Advocacy Group and published from time to time |
| (186) QASA level | means one of the four QASA levels. Advocates will be accredited at one of these levels and this will correspond to the level of hearings that they can undertake |
| (187) re-accreditation | means for the purposes of the QASA Rules the process by which a barrister demonstrates their competence and renews their accreditation at their existing level for a further five years, “re-accredited” shall be construed accordingly |
| (188) a realistic prospect of a finding of professional misconduct being made | means that the PCC considers, on the information then available to it and having regard to the evidence which it regards as likely to be available at any tribunal or final determination of a complaint, that it is more likely than not that a finding of professional misconduct will be made |
| (189) a realistic prospect of the disqualification condition being satisfied | means that the PCC considers, on the information then available to it and having regard to the evidence which it regards as likely to be available at any tribunal or final determination of a complaint, that it is more likely than not that it shall be determined that the disqualification condition has been satisfied |
| (190) referral fee | means any payment or other consideration made in return for the referral of professional instructions by an intermediary. For the avoidance of doubt, a payment for the provision of a particular service or for some other reason, and not for the provision or referral of professional instructions is not a referral fee for the purposes of this definition |
| (191) register of European lawyers | means the register of European lawyers maintained by the Bar Standards Board under regulation 15 of the European Communities (Lawyer’s Practice) Regulations 2000 (SI 2000/1119). |
| (192) registered European lawyer | means a European lawyer registered as such by the Bar Council and by an Inn in accordance with Section 3.D |
| (193)  | Registered European lawyer’s practising certificate | means, in accordance with rS68, a *practising certificate* which entitles a registered European lawyer to carry on the same reserved legal activities as a full *practising certificate* issued to a *barrister*, save that:

a) a registered European lawyer is only authorised to exercise a right of audience or a right to conduct litigation if he acts in conjunction with a *solicitor* or *barrister* who is entitled to practise before the court, tribunal or public authority concerned and who could lawfully exercise that right; and

b) a registered European lawyer is not authorised to prepare for remuneration any instrument creating or transferring an interest in land unless he has a home professional title obtained in Denmark, the Republic of Ireland, Finland, Sweden, Iceland, Liechtenstein, Norway, the Czech Republic, Cyprus, Hungary or Slovakia |

| (194)  | registration | means for the purposes of the *QASA Rules* the process by which barristers enter the QASA |

| (195)  | regulatory objectives | has the meaning given to it by section 1 of the *LSA* and consists of the following objectives:

a) protecting and promoting the public interest;
b) supporting the constitutional principles of the rule of law;
c) improving access to justice;
d) protecting and promoting the interests of consumers;
e) promoting competition in the provision of the services;
f) encouraging an independent, strong, diverse and effective legal profession;
g) increasing public understanding of the citizen’s legal rights and duties; and
h) promoting and maintaining adherence to the professional principles |

| (196)  | relevant activity | means acting as a *HOLP*, *HOFA*, manager or employee of a *BSB authorised body* or as an employee of a *BSB authorised individual* (as the case may be) |

| (197)  | relevant breach | in Parts 5.A and 5.B means a breach of the Code of Conduct amounting to *professional misconduct*. |

| (198)  | relevant decision | means:

a) a decision of a *Disciplinary Tribunal*; or

b) a decision, on review, by the *BSB* under Part X of the Bar Training Regulations (where the Bar Training Regulations provide for an appeal to the Visitors or the High Court against such a decision), herein a “Qualification Decision” |
<table>
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<th>(199)</th>
<th>relevant persons</th>
<th>means:</th>
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<td></td>
<td></td>
<td>a) <strong>persons</strong> who were <strong>BSB regulated persons</strong> at the time of the conduct complained of (including, for the purposes of Part 5 of the Handbook only, <strong>persons</strong> who would have fallen within the definition of <strong>BSB regulated persons</strong> but for the fact that, at the time of the conduct complained of, they had their authorisation or licence suspended or revoked, or were subject to a sentence of suspension or disbarment, or were subject to a disqualification order (as the case may be) that has subsequently been overturned on appeal); and</td>
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<td></td>
<td></td>
<td>b) <strong>non-authorised persons</strong> who are directly or indirectly employed by a <strong>BSB authorised person</strong> or who were so employed at the time of the conduct complained of</td>
</tr>
</tbody>
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| (200) | Relevant State | means a **Member State**, Iceland, Norway, Liechtenstein or Switzerland |

| (201) | reserved instrument activities | has the same meaning as set out in paragraph 5 of Schedule 2 to the **LSA** |

<table>
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<tr>
<th>(202)</th>
<th>reserved legal activity</th>
<th>means:</th>
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<tbody>
<tr>
<td></td>
<td>a) the exercise of a right of audience;</td>
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<td></td>
<td>b) the <strong>conduct of litigation</strong>;</td>
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<td>c) reserved instrument activities;</td>
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<td></td>
<td>d) probate activities;</td>
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<td></td>
<td>e) <strong>notarial activities</strong>; and</td>
<td></td>
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<td></td>
<td>f) the administration of oaths;</td>
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<td></td>
<td>“<strong>reserved activities</strong>” shall be construed accordingly</td>
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<tr>
<th>(203)</th>
<th>respondent</th>
<th>In Part 5 means the <strong>person</strong> with an interest in upholding a <strong>relevant decision</strong>, being:</th>
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<td></td>
<td></td>
<td>(a) in the case of an appeal by the BSB against a decision of a <strong>Disciplinary Tribunal</strong>, the defendant;</td>
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<td></td>
<td></td>
<td>(b) in all other cases, the BSB</td>
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| (204) | Restriction | In Section 5.E, means a **suspension** or **disqualification**, imposed, extended, varied or replaced by a Panel under Regulations rE302, rE304, rE309, rE310 or rE320 of Section 5.E |

| (205) | review panel | In Section 5.D, means a **review panel** constituted in accordance with rE255 of that Section V.D, to perform the functions set out in paragraphs rE270 to rE272 of that Section 5.D |

| (206) | right of audience | has the same meaning as set out in paragraph 3 of Schedule 2 to the **LSA**; |

| (207) | right to conduct litigation | refer to **conduct of litigation** above |

| (208) | Scope of Practice, Authorisation and Licensing Rules | means the rules set out at Part 3 of this **Handbook** |

| (209) | selection panel | any panel formally tasked with the final decision on recruitment or selection or promotion (as the case may be) of **pupils**, assessed mini-pupils, tenants, clerks, or staff, or, in the context of a **BSB authorised body**, any panel formally tasked with the final decision on recruitment or selection or promotion (as the case may be) of **pupils**, assessed mini-pupils, **managers** or **employees** of that **BSB authorised body** |
| (210) | self-employed barrister | means a *practising barrister* who is self-employed |
| (211) | Senior Courts | means the Senior Courts of England and Wales, namely, the Court of Appeal, the High Court of Justice and the Crown Court |
| (212) | serious matter | For the purpose of Section 4.88, a matter is a serious matter if it:  
  i. falls within Rule Q104.1 or Rules Q104.2.b to .f; or  
  ii. in the opinion of the Inn otherwise calls into question whether the Student is a fit and proper person to become a *practising barrister*. |
| (213) | solicitor | means a *solicitor* of the Supreme Court of England and Wales |
| (214) | specified amount | means in respect of a *pupil*, the amount payable to a *pupil* in their non-practising period or their practising period (as appropriate), such amount being specified by the *Bar Standards Board* from time to time |
| (215) | the standard directions | mean the standard directions set out at Annex 6 to Section 5.B (as such Annex may be amended or updated by the *Bar Standards Board* from time to time) |
| (216) | statement of standards | means for the purposes of the QASA Rules the standards against which the competence of advocates will be assessed for the purposes of registration, progression and re-accreditation. |
| (217) | suitability criteria | means:  
  a) in respect of a *HOLP*, the criteria set out at Rules S104, S105 and S110;  
  b) in respect of a *HOFA*, the criteria set out at Rules S106, S107 and S110;  
  c) in respect of *owners*, the criteria set out at Rule S108 and S110; and  
  d) in respect of *managers*, the criteria set out at Rule S109 and S110 |
| (218) | Supervision Team | means the Supervision Team of the *Bar Standards Board* |
| (219) | suspended or suspension | means to suspend the *practising certificate*, licence or authorisation of a *BSB authorised person*, either generally or in respect of any separate authorisation that person may have to *conduct litigation* or to carry out public access work (and which includes, in the case of a barrister suspended by order of a Disciplinary Tribunal, the fact that he is suspended from *practice* and from the rights and privileges as a member of his *Inn*) which power when exercised on an interim basis, shall be exercised in accordance with Section 5.D and when exercised in fitness to practise proceedings shall be exercised in accordance with Section 5.E. |
| (220) | trade association | means a body of *persons* (whether incorporated or not) which is formed for the purpose of furthering the trade interests of its members or of *persons* represented by its members, and does not include any association formed primarily for the purpose of securing legal assistance for its members |
| (221) | Temporary Qualification Certificate | means a certificate issued by the *Bar Standards Board* under Rule Q100 authorising a Qualified Foreign Lawyer to be admitted to temporary membership of an *Inn* and called to the *Bar* for the purpose of appearing as counsel in a particular case or cases before a court or courts of England and Wales |
| (222) | unfit to practise | when used to describe a *BSB authorised individual* means that he or she: is incapacitated due to his or her physical or mental condition (including any addiction); and, as a result, the Individual’s fitness to practise is impaired; and, the imposition of a restriction, or the acceptance of undertakings in lieu, is necessary for the protection of the public, is otherwise in the public interest or is in the Individual’s own interests. |
| (223) | university | means an institution which makes available educational services under a name which includes the word “university” and in the case of an institution to which section 39(1) of the Higher Education Act 1998 applies which is authorised or has approval to include that word in that name as mentioned in that subsection |
| (224) | unregistered barrister | means an individual who does not hold a *practising* certificate but who has been called to the *Bar* by one of the *Inns* and has not ceased to be a member of the *Bar* |
| (225) | UK | means United Kingdom |
| (226) | victimisation | has the same meaning as in section 27 of the Equality Act 2010 |
| (227) | the Visitors | means, in respect of appeals made before 7 January 2014, the panel nominated to hear an appeal pursuant to Rule E244.1 or, in the case of an appeal within Rule E244.3 to E244.5 the single judge nominated to hear the appeal |
| (228) | vocational stage | has the meaning set out in rQ27 |
| (229) | workforce | means:  
| | a) in the case of a *Chambers*, the staff, barristers, pupils and assessed mini-pupils; and  
| | b) in the case of a *BSB authorised body*, the employees, managers, pupils and assessed mini-pupils |
| (230) | Years’ standing | Means that a barrister shall be treated as being of a particular number of years’ standing if they:  
| | a) have been entitled to practise and have practised as a *Barrister* (other than as a pupil who has not completed pupillage in accordance with the *Bar Training Regulations*) or as a person authorised by another *Approved Regulator*;  
| | b) have made such *practice* their primary occupation; and  
| | c) have been entitled to exercise a *right of audience before every court* in relation to all proceedings, for a period (which need not be continuous and need not have been as a *person* authorised by the same *Approved Regulator*) of at least that number of years. |