



The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

Chair of the Disciplinary Tribunal Service

ROLE DESCRIPTION

Council of the Inns of Court

The Council of the Inns of Court (COIC) is a charity with the objects of promoting the sound administration of the law, and advancing education in the administration and practice of the law including promoting high standards of advocacy. COIC advances the first object principally through the 'Bar Tribunals and Adjudication Service' (BTAS) and the second object principally through the activities of the Inns of Court College of Advocacy (ICCA).

The Bar Tribunals and Adjudication Service (BTAS)

BTAS is the body responsible for administering Disciplinary Tribunals, Fitness to Practice and other Hearings for barristers. It also organises hearings to consider the conduct of individuals who hope to be 'Called to the Bar' and become a barrister. BTAS therefore plays a vital role in maintaining the highest standards of advocacy in the courts of England and Wales. Its key purposes are:

- To provide a hearings service that is efficient, effective, timely, professional and transparent and one that uses up to date practices and approaches;
- To facilitate high-quality decision-making in the public interest; and
- To be independent, providing clear separation of the adjudicatory function from the Bar Standards Board (BSB), as the prosecuting body for the Bar.

BTAS provides facilities and administers hearings in accordance with the terms and required performance standards of a Service Agreement with the BSB.

The Bar Tribunals & Adjudication Service

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Charity Number: 1155640
Registered Office:
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Role Description

- The Chair of the Disciplinary Tribunal Service will act as the professional lead for BTAS, ensuring the highest standards in Tribunals and other hearings by:
 - reviewing the practices, decision-making processes and outcomes of hearing panels to identify examples of good practice and potential training needs;
 - promoting high standards and continued professional development in individual Pool members and clerks through monitoring appraisal outcomes and other information;
 - considering the outcomes of all appeals in the High Court against the decisions of BTAS Tribunals, and determining whether any action or response is needed;
 - helping devise and deliver relevant induction and refresher training for Pool members and Clerks, and ad hoc training as necessary to respond to policy developments and new and emerging case law;
- The Chair serves as a member of the BTAS Strategic Advisory Board (SAB), which meets three or four times a year and provides independent advice, support and challenge to BTAS on strategic issues.
- The Chair will offer professional guidance to the BTAS Registrar, who (supported by a small administrative team) is responsible for the successful day—to-day delivery of BTAS' operations.
- The Chair will, under powers delegated by the President of COIC and as defined within the Disciplinary Tribunal Regulations, be eligible to make Directions.

Reports to: COIC President

Key operational relationships:

COIC Director

BTAS Registrar

Bar Standards Board

Disciplinary Tribunal pool members and clerks

BTAS Strategic Advisory Board
Chair of the Inns' Conduct Committee
Chair of the Tribunal Appointments Body

Person specification

Eligibility

The Chair will ideally be a judicial post-holder or have recently retired as a judicial post-holder.

The Chair shall not for the 2 years immediately preceding the date of application for the post have been a member of the Bar Standards Board Professional Conduct Committee or of any other Bar Council or Bar Standards Board Committees.

Skills and Abilities

- An ability to provide strong, credible, high level leadership to the members of the Disciplinary Pool, from who both barrister and lay individuals are selected to serve on hearing panels.
- A commitment to quality assurance, openness and accountability in all that BTAS does.
- An ability to ensure equality and diversity is embedded within BTAS practices, procedures and all decision-making.
- Demonstrates good judgement and decision-making, properly applying the appropriate and relevant regulations or rules.
- Exceptional communication and influencing skills. Able to develop collaborative and constructive working relationships with a range of groups and individuals to ensure the confidence and support of BTAS' key stakeholders.
- Organisational and interpersonal skills.

Expertise

- A proven track record of providing leadership and professional expertise within a complex and intellectually demanding setting.
- A background in professional regulation would be useful, but is not essential.

Term	The Chair of the Disciplinary Tribunal Service will be appointed for an initial four year term and is eligible to be re-appointed
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	thereafter for a second term of up to four years, subject to their continuing approval by the Tribunals Appointments Body.
Commitment	<p>The Chair is expected to:</p> <ul style="list-style-type: none"> • Observe (in whole or in part) not less than four Hearings a year • Attend the three or four meetings of the SAB each year • Attend the Tribunal Suite to undertake quality assurance and/or assist with the delivery of training as necessary
Integrity	The Chair must uphold the principles of the Nolan Committee on standards in public life ¹ , and avoid conflicts of interest.
Expenses	The post is unremunerated, although all reasonable expenses will be reimbursed. BTAS will provide the post-holder with administrative and secretarial support.

¹ Seven principles identified by the Nolan Committee in its first report on standards in public life in May 1995 and subject to subsequent revision by the Committee on Standards in Public Life