



The Council  
of the Inns  
of Court

# Role Description and Person Specification

## The President of COIC

### The Council of the Inns of Court (COIC)

COIC is a charity and company limited by guarantee. Founded by the Inns of Court in 2014, COIC works with them in strengthening the rule of law through excellence in professional and ethical education for students, pupils and barristers and in maintaining the highest standards of professional conduct.

In practice this means that COIC will seek to promote:

- excellence in advocacy and professional knowledge
- ethical practice and integrity
- an accessible, diverse, and inclusive profession
- a collaborative profession

COIC's full statement of purpose is set out at the end of this document.

COIC is organised into three main parts supported by 26 employed colleagues:

- a) **COIC** itself facilitates collaboration between the Inns to develop policies and activities. The COIC Trustees oversee the work of all of COIC and its constituent parts. The Trustees receive advice from the 'Inns' Strategic Advisory Group' (ISAG) made up of senior representatives from the four Inns, the Bar Council and the Bar Standards Board;
- b) The **Inns of Court College of Advocacy (ICCA)** delivers training to barristers and other qualified advocates in the practice and ethics of advocacy in court. ICCA has developed a new and innovative course (the ICCA Bar Course) for students who wish to qualify as barristers. The ICCA Bar Course has received substantial financial backing from the Inns

#### The Council of the Inns of Court

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#### Limited by Guarantee

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Charity Number: 1155640  
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of Court. The first cohort of students began the online part of the Course in September 2020. The work of the ICCA is overseen by the ICCA Board of Governors who report to COIC;

- c) The **Bar Tribunal and Adjudication** (BTAS) runs tribunals which consider discipline and misconduct matters concerning both student members of the Inns and those who have been called to the Bar. The work of BTAS is overseen by a Strategic Advisory Board which reports to COIC.

## The COIC Trustees

There are nine COIC Trustees: that are the President and a senior member and the Sub/Under Treasurer from each Inn. The Trustees are responsible for the strategic oversight, management and promotion of the work of the charity. Whilst maintaining ultimate responsibility, the Trustees delegate activity to and hold to account committees and an executive team.

## The President's Role

The President fulfils a strategically vital role by providing visible leadership and enabling the Trustees to shape and develop the work of COIC and thereby support the four Inns of Court as they in turn support the profession. In particular the President will:

Chair COIC Trustee and ISAG meetings (approximately nine a year, possibly reducing to six) and:

- Provide leadership and advice to the Trustees
- Work with the executive team to ensure that COIC is run effectively and efficiently in order to fulfil its purposes
- Hold to account and support the Director of COIC

Inns of Court College of Advocacy

- Attend Governors' meetings as an observer (approximately eight a year)
- Liaise between the tutorial team and the profession

#### Bar Tribunal and Adjudication Service

- Sign Convening Orders & Panel Appointment Letters
- Liaise with the Chairs of the Disciplinary Tribunal, Strategic Advisory Board, Inns' Conduct Committee and Tribunal Appointments Body
- Provide general advice to the team on administration, process, policy development and occasional complaints

Act as COIC's spokesperson / figurehead both:

- internally to the Inns
- externally to the Bar Council, Bar Standards Board, Legal Services Board, the profession and the wider world

## Person Specification

We are looking for a Bencher of one of the Inns of Court who possesses the following experience and qualities.

#### **Motivation/ Capacity**

You will have a:

- commitment to COIC and its purposes;
- commitment to promoting equality, diversity and inclusion;
- willingness and capacity to devote the required time and effort to the role.

#### **Experience**

You will have successful experience/knowledge of:

- providing visible leadership;
- acting as Chair of a board or committee;
- exercising sound judgment;
- facilitating effective collective decision making;
- communicating and influencing both orally and in writing to a high standard;
- understanding the Bar and its institutions;
- building strong relationships and working collaboratively with a wide range of individuals;
- using well-honed diplomatic skills;
- developing organisational strategies which result in tangible improvements;
- applying rules and regulations in a litigation / tribunal context.

## Terms of Appointment

|                     |   |
|---------------------|---|
| Eligibility         | <p>The Trustees shall appoint a Bencher from one of the Inns to be President of the Council, provided that the following persons may not be appointed as President if at the time of taking up office they are:</p> <p>(a) The Treasurer of an Inn or any other person appointed to the Inns’ Strategic Advisory Group by an Inn;</p> <p>(b) The Chairman, Vice-Chairman or Treasurer of the Bar Council; or</p> <p>(c) The Chairman of the Bar Council’s Training for the Bar Committee.</p> |
| Term                | <p>The President will be appointed for a period of three years, which may be renewed for a further three-year term and exceptionally for a third term to a maximum of nine years. The President will not be an employee of COIC.</p>  |
| Commitment          | <p>COIC and the Inns’ Strategic Advisory Board meet approximately nine times a year (possibly reducing to six).</p> <p>It is estimated that the President will spend on average approximately six to eight hours a week fulfilling their responsibilities.</p>  |
| Integrity           | <p>The President must act with integrity and avoid conflicts of interest.</p>   |
| Support & Resources | <p>The President will be supported by the Director of COIC and through him the senior leadership team. Administrative support will be available. Equipment (such as a laptop) can also be provided. A dedicated office will not be provided.</p>  |
| Expenses            | <p>The President may claim reasonable expenses. No fee is payable.</p>  |

# The Council of the Inns of Court's Statement of Purpose

**COIC's Purpose:** Founded by the Inns of Court, COIC works with them in strengthening the rule of law through excellence in professional and ethical education and in maintaining the highest standards of professional conduct.

In practice this means that COIC will seek to promote:

- excellence in advocacy and professional knowledge
- ethical practice and integrity
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- a collaborative profession

In delivering its purpose COIC will strengthen the Inns by facilitating collaboration when it is more effective to act in combination by:

- Developing ideas, strategies, policies, and procedures
- Speaking for the Inns collectively
- Developing and continuously improving the Inns' regulated educational activities and disciplinary processes

## **via the ICCA**

The ICCA will deliver high quality, innovative and flexible academic and professional education and training by:

- Addressing the training needs of Bar students and practising members of the Bar throughout their career
- Creating training and professional development resources, when the ICCA is best placed to do so effectively, for delivery by others in particular the Inns, Circuits and Specialist Bar Associations
- Delivering training nationally and internationally where the ICCA is best placed to do so

## **via BTAS**

BTAS will deliver an independent, fair and transparent tribunal service that protects the public interest, maintains standards amongst student members of the Inns and members of the Bar and promotes confidence in the profession by:

- Recruiting, training and developing independent panellists
- Providing high quality tribunal facilities and hearings (both 'in person' and remote)
- Imposing fair and proportionate sanctions
- Publishing clear and accurate information
- Fully complying with the requirements of regulators and the law