



# The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

## Chair of the Strategic Advisory Board

### Role Description

#### Background

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 'Inns of Court College of Advocacy (ICCA).

BTAS is the body responsible for administering Disciplinary Tribunals, Fitness to Practise 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. BTAS does not investigate suspected misconduct but instead ensures that fair and independent hearings take place that balance the need to safeguard the public with fairness to members of the profession.

BTAS is jointly supported and funded by the four Inns of Court and by the profession's regulator, the Bar Standards Board [BSB].

BTAS is committed to:

- providing a hearings service that is efficient, effective, timely, professional and transparent and one that uses up-to-date practices and approaches;
- facilitating high quality decision-making in the public interest; and,

- being independent and providing clear separation of the adjudicatory function from the prosecuting role of the BSB.

### **The Strategic Advisory Board**

The SAB is the body which has oversight of the work of BTAS on behalf of COIC. Recent changes to improve efficiency and timeliness being introduced by the Bar Standards Board, coupled with initiative by BTAS to enhance its effectiveness, mean that the role of the SAB is developing and increasingly crucial. This is likely to include the adoption of new Terms of Reference for the SAB, which the Chair will have a key role in implementing and ensuring the success of.

### **The Role of Chair of the Strategic Advisory Board**

BTAS is now seeking to recruit a new Chair of the Strategic Advisory Board (SAB). We are seeking an individual, who is not legally qualified, with an excellent track record in chairing organisations that inhabit a complex and challenging environment and where working in the public interest is paramount. BTAS expects to deliver to the very highest standards with services in which there is very little margin for error.

The Chair of the SAB will:

- Provide leadership to the SAB and to assure its effectiveness;
- Ensure the interests of all stakeholders, and influence of those who additionally advise the SAB, are fairly balanced;
- Ensure that BTAS provides accurate, timely and clear information to enable its performance to be understood; demonstrate that KPIs are being met; and future plans to be evaluated,
- Be accountable to the COIC board for ensuring that BTAS fulfils its objectives and strategic aims;
- Work collaboratively with the staff of BTAS, and with representatives of the BSB;

- Ensure the SAB develops and oversees a culture of continuous improvement, which will result in tangible improvements to processes, efficiency and the time to completion of hearings.

## **Person Specification**

### **Motivation /Capacity**

- a demonstrable interest in BTAS' work;
- a commitment to the importance of BTAS' role and function;
- a commitment to promoting equality and diversity;
- a willingness and capacity to devote the required time and effort to the required duties;

### **Experience**

- experience in driving organisational and cultural change to achieve performance and quality improvement;
- experience of providing visible leadership and building strong relationships with a range of internal and external stakeholders;
- an understanding of the changes and challenges within the professional regulatory environment at both student and practitioner level and in particular within the legal services sector;
- experience of working in complex organisational and governance environments;
- successful experience of acting as a member of a board or committee.

### **Skills and Abilities**

- excellent leadership skills, including the ability to:
  - make decisions and give guidance;
  - listen and learn from others;
  - work constructively as part of a team;

- work collaboratively with individuals representing disparate organisations and functions across the profession

### Eligibility to apply

This opportunity is only open to lay persons as defined in our Appointments Protocol as follows:

*“Lay” means a lay person as defined in paragraphs 2 (4 and 5) of [Schedule 1 of the Legal Services Act 2007](#); and means a person who has never been an authorised person in relation to reserved legal activity, such as a barrister or solicitor.*

Please note that the nature of this post is such that the holder will be required to be independent and expected to bring a fresh eye to BTAS’ work. For this reason applications cannot be accepted from persons who are or who have been during the preceding 24 months:

- a Council Member, a Committee Member or an employee of the Bar Council or the Bar Standards Board;
- in receipt of payment for services from the Bar Council or the Bar Standards Board;
- an employee of an Inn of Court, or the Council of the Inns of Court;
- a member of the BTAS Disciplinary Pool or any BTAS Committee.

### Standards in public life

The Chair will be expected to demonstrate very high standards of corporate and personal conduct. In the course of fulfilling their responsibilities they will be required to uphold the "Seven Principles of Public Life" (the Nolan Principles) which are as follows:

- I. **Selflessness:** to take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

- II. **Integrity:** to not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- III. **Objectivity:** in making appointments, awarding contracts, or recommending individuals for awards or benefits, choices must be made on merit.
- IV. **Accountability:** to be accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- V. **Openness:** to be as open as possible about all the decisions and actions they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- VI. **Honesty:** to have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- VII. **Leadership:** to promote and support these principles by leadership and example.

<b>Term</b>	The Chair of the Strategic Advisory Board will be appointed for a period of three years, which may be extended by the President of COIC in consultation with the Board for a further period of three years. The Chair of the Strategic Advisory Board may hold office for a maximum period of six years.
<b>Commitment</b>	<p>The SAB meets around three times each year, currently in the months of March, June and September.</p> <p>In addition to these (usually two-hour) meetings, there is a sub-group – the Tribunal Improvements Group – which also meets around three times a year, and additional time may be required for preparation and for dealing with matters that may arise between meetings.</p> <p>Additionally, the Chair of the SAB may be invited to attend and report to other Governance Committees.</p> <p>It is estimated that the role should take no more than six to eight days per year.</p>
<b>Integrity</b>	All members must act with integrity and avoid conflicts of interest.

<b>Expenses</b>	All members may claim reasonable expenses.  The Chair is eligible to claim an attendance fee of £400 per day (or £200 per half-day). No fee is payable for any preparatory or other work or travel time.
-----------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**The Bar Tribunals & Adjudication Service**

9 Gray's Inn Square,  
London  
WC1R 5JD  
T: 020 3432 7350  
E: [info@tbtas.org.uk](mailto:info@tbtas.org.uk)

The Council of the Inns of Court. Limited by Guarantee  
Company Number: 8804708  
Charity Number: 1155640  
Registered Office:  
9 Gray's Inn Square, London WC1R 5JD