



The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

INNS' CONDUCT COMMITTEE

Chair, Vice-Chairs and Members' Role Description

The Inns' Conduct Committee

The Inns' Conduct Committee (the 'ICC') is the body responsible for determining:

- (1) Whether Applicants for admission to one of the four Inns of Court are fit and proper persons to become practising barristers, and hence whether they are eligible to become student members of the Inn (membership of an Inn being a prerequisite for studying to be a practising barrister).
- (2) Whether, in the case of student members of an Inn studying towards becoming practising barristers, their conduct has been proved to amount to a 'Serious Matter' (within the meaning of the [Bar Training Rules](#) (the 'BTRs')); and if so, what sanction it is appropriate to impose.
- (3) Appeals by student members of an Inn against decisions by their Inn of Court regarding minor internal disciplinary matters against them.

In practice, members of the ICC determine these matters (and conduct the initial preliminary stages) although hearing panels often comprise or include members of the BTAS Disciplinary Pool, who are also eligible for appointment to discharge the ICC's function. (The BTAS Disciplinary Pool is a group of individuals selected, trained and regularly appraised to ensure their ability to consider and determine such matters is of the highest standards.)

The Bar Tribunals & Adjudication Service

9 Gray's Inn Square,
London
WC1R 5JD
T: 020 3432 7350
E: 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

Membership

The ICC's membership is set out in Part III of the *Rules for the Inns' Conduct Committee*, and is as follows:

- A Chair¹
- Two Vice-Chairs (one barrister and one lay representative)
- Four barrister members²
- Two lay members

Role Description

The purpose of the ICC is to consider matters of general policy or process relating to the determination of whether an Inn of Court should refuse to admit an applicant for admission, or expel or refuse to Call a student to the Bar.

In particular, all members of the Committee will:

- Work to ensure that appropriate policies and processes are in place to determine whether persons are eligible for admission to an Inn or Call to the Bar by considering whether they are fit and proper persons to become practising barristers;
- Serve as members of Screening Panels; considering documentation from the Inns about applicants/students to determine the appropriate subsequent handling of any case. In particular, to decide whether there is information that suggests that an individual may not be a fit and proper person to become a practising barrister;
- Ensuring that all existing and potential members of the Inns will receive consideration appropriate to their needs, by a commitment to the elimination of unlawful or unfair discrimination on the grounds of sex, race, sex reassignment, disability, ethnic and national origin, nationality, sexual orientation, marital status, responsibility for dependants, religion or belief or age;
- Recognise that it is the intention of the four Inns of Court that membership of the Inns should reflect the diversity of society, and apply the principles of this in all their work;

¹ The Chair, two Vice-Chairs and two lay members are selected by the Tribunals Appointments Body and appointed by the President of the Council of the Inns of Court (COIC)

² The four barrister members are selected by each of the four Inns of Court.

- Regularly (and not less than annually) review the *Inns' Conduct Committee Rules* and the *Statement of Principles and Guidelines for the Inns' Conduct Committee* to ensure they remain up to date and appropriate;
- Report at least annually on the Committee's performance, and all hearings conducted under the powers and functions delegated by the Committee to the members of the Disciplinary Pool, to the Council of the Inns of Court ('COIC');
- Follow any guidance issued by the Bar Standards Board under rQ127.1 of the Handbook;
- Respond to any request from the Bar Standards Board for information under rQ127.2 of the Handbook;
- Obtain expert advice when needed.

Person Specification

All Members of the Inns' Conduct Committee are expected to have:

Motivation /Capacity

- a demonstrable interest in the ICC's area of work;
- a commitment to the importance of the ICC's role and purposes;
- a commitment to promoting equality and diversity;
- a willingness and capacity to devote the required time and effort to the required duties.;

Experience

- a proven track record of exercising sound judgement and effective collective decision-making;
- successful experience of acting as a member of a board or committee;

Skills and Abilities

An ability to:

- take responsibility and lead;
- make decisions and give guidance;
- listen and learn from others;
- work constructively as part of a team;
- apply regulations and rules;
- operate within a complex and challenging environment;
- work collaboratively with individuals with very different skill sets

Term	<p>Members of the Inns' Conduct Committee will be appointed for an initial 4 year term and are eligible to be re-appointed thereafter for a second term of up to 4 years, subject to their continuing appointment by the Tribunals Appointments Body.</p> <p>The Chair and Vice-Chairs shall serve for up to 4 years from the date on which s/he takes office and are eligible to be re-appointed thereafter for a second of up to 4 years, without reference to any previous membership of the Inns' Conduct Committee.</p>
Commitment	<p>All members are expected to make themselves available to attend:</p> <ul style="list-style-type: none"> • not less than one meeting of the Committee each year; • at least three Screening Panels each, as required.
Integrity	<p>All members must act with integrity and avoid conflicts of interest.</p>
Expenses	<p>All members may claim reasonable expenses.</p> <p>Lay Members and the Vice-Chair (lay) are eligible to claim an attendance fee of £300 per day (or £150 per half-day). No fee is payable for any preparatory or other work or travel time.</p>

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