

BIRMINGHAM CITY COUNCIL'S PUPILLAGE POLICY

- The number and type of pupillages on offer – one initially per annum, with a view to expanding to two per annum after the first two years.
- Recruitment of pupils – open advertisement and website
- The roles and duties of pupils – each will report to the Corporate Director of Governance or the Director of Legal Services (as necessary) for a one-to-one meeting to discuss progress and day-to-day management will be within the managerial arrangements of the Department, with additional ad hoc support being provided by other relevant Barristers in the Department
- The roles and duties of pupil supervisors – to ensure effective and efficient training and development of pupils in accordance with relevant professional rules and conduct.
- Funding/salary arrangements – as per Bar Standards Board and Trainee Solicitors salary
- Payment for travelling expenses and compulsory courses – as per existing Professional Development Rules and Internal IIP Procedures
- The pattern of pupillage – one initially per annum, with a view to expanding to two per annum after the first two years.
- The checklists(s) used during pupillage – as per BSB checklists and bespoke ones for local government (as and when necessary).
- The method for fairly distributing work amongst working pupils - as per existing Management arrangements within each Division of the Department.
- Procedures for providing pupils with an objective assessment of their progress at regular intervals during pupillage – formal assessment will be carried out by the Corporate Director of Governance or the Director of Legal Services (as necessary) on a three monthly basis, with consultation from relevant Divisional Managers and the pupil.
- Chambers/organisation's complaints and grievance procedures- as per established procedures for all Council Employees and the Department's Quality Manual.
- General policy as to recruitment of tenants/employed barristers and those not taken on as tenants/employed barristers – as per established recruitment processes of the Council
- Details of your proposed pupillage programme – wherever possible, the existing Trainee Solicitor “placements” in Divisions approach will be adopted so as to cover in one 12 month period all relevant aspects of the legal work necessary for a barrister.
- An understanding and appreciation of the operation in practice of the rules of conduct and etiquette at the Bar – general discussion will follow barristers and, in particular, with the Corporate Director of Governance (as necessary).
- Experience in undertaking legal research to solve real problems, of drafting and of opinion writing – wherever possible, the existing Trainee Solicitor “placements” in Divisions approach will be adopted to cover all relevant work for barristers.

- Sufficient exposure to the work undertaken by his/her pupil – supervisor to gain an understanding and some experience of working in that type of practice – existing management / supervision arrangements as per Quality Manual will be in place along with relevant 1 : 1 discussions with the Corporate Director of Governance or the Director of Legal Services (as necessary).
- Experience of how to prepare, factually, legally and procedurally a case for hearing - wherever possible, the existing Trainee Solicitor “placements” in Divisions approach will be adopted to cover all relevant work for barristers.
- Experience through observation or otherwise of negotiation and conference skills - wherever possible, the existing Trainee Solicitor “placements” in Divisions approach will be adopted to cover all relevant work for barristers.
- Experience through observation or otherwise of trials and appeal proceedings in the higher courts - wherever possible, the existing Trainee Solicitor “placements” in Divisions approach will be adopted to cover all relevant work for barristers.
- Practical experience of advocacy - wherever possible, the existing Trainee Solicitor “placements” in Divisions approach will be adopted to cover all relevant work for barristers.