



Appointment of Finance Committee Vice Chair

Application Pack

April 2024

Contents

Terms and conditions	5
Application Form	5
Monitoring form	6

The General Council of The Bar

Introduction

The General Council of the Bar (Bar Council) leads, represents and supports the Bar in the public interest. We champion the rule of law and access to justice for all. The Bar Council delegates its regulatory responsibilities to the operationally independent Bar Standards Board, which regulates the profession. The Bar is made up of nearly 18,000 employed and self-employed barristers in 2024.

Our members play a crucial role in upholding the constitutional principles of government accountability under the law and the defence and vindication of legal rights through the courts. They provide a pool of talent, from diverse backgrounds, from which a significant proportion of the judiciary is drawn.

The Bar Council

The Bar Council promotes:

- The Bar's high quality specialist advocacy and advisory services
- Fair access to justice for all
- The highest standards of ethics, equality and diversity across the profession, and
- The development of business opportunities for barristers at home and abroad.

In its representative capacity, the Bar Council work includes:

- Communicating regularly with the profession about key matters affecting its interests
- Influencing the development of public policy and legislation affecting the provision of specialist advocacy and advisory services and, more widely, in the profession's and the public interest
- Developing and promoting the work (and the values) of the Bar at home and abroad, to governments, legislatures, the media and other stakeholders, and
- Working to improve entry to the profession (with the aim of ensuring that the Bar is open to all with the requisite ability), to provide rewarding careers and to sustain the long-term future of the Bar.

More information is available on the Bar Council's website:
<https://www.barcouncil.org.uk/>

The Bar Council's Strategic Plan and annual reports can be found [here](#).

The Bar Standards Board

The Bar Standards Board was established in January 2006 as a result of the Bar Council separating its regulatory and representative functions. It is an independent regulatory board responsible for regulating barristers called to the Bar of England and Wales.

The BSB's mission is to regulate the Bar so as to promote high standards of practice and to promote and protect the public interest. The responsibilities cover the following key activities:

- .
- Setting the education and training requirements for becoming a barrister;
- Setting continuing training requirements to ensure that barristers' skills are maintained throughout their careers;
- Setting standards of conduct for barristers;
- Authorising organisations that focus on advocacy, litigation, and specialist legal advice;
- Monitoring the service provided by barristers and the organisations we authorise to ensure they meet our requirements; and
- Handling reports and allegations against barristers and the organisations we authorise and taking enforcement or other action where appropriate.

More information is available on the BSB's website:
<https://www.barstandardsboard.org.uk/>.

The BSB's Strategic Plan can be found [here](#).

The following committees also operate in support of Bar Council and BSB activities within the locus of the Finance Committee.

- **Audit Committee** – responsible to the General Council of the Bar for the provision of advice and support on risk management, assurance processes, appointment and monitoring of internal and external auditors and approval of the annual financial accounts.
- **General Management Committee (GMC)** - responsible for the management and strategic direction of the representational functions of the Bar Council.
- **Performance and Strategic Planning Committee (PSP) of the Bar Standards Board** - leads work in relation to development of the BSB's strategic direction and plans and the allocation of resources to deliver the strategic and business plans. It oversees performance against relevant service levels and considers whether financial and operational resources are properly and effectively allocated and efficiently managed across the organisation.

A full list of terms of reference for the above and other committees supporting representational and regulatory functions are included on the websites for Bar Council and Bar Standards Board.

Vacancy

The Bar Council and Bar Standards Board are looking to appoint an independent lay Vice Chair for the joint Finance Committee, and to become a member of its Pensions and Investment Sub-Committee.

The Finance Committee itself consists of 8 members including an independent lay Chair and Vice Chair, two barrister members nominated by the Bar Council (including the Bar Council Treasurer) and two members appointed by the BSB. The Chief Executive of the Bar Council and the Director General of the BSB are members without voting rights.

The terms of reference for the Finance Committee are included in Annex 2. The Pensions and Investment Sub-Committee meets twice a year at a minimum. Reporting to the Finance Committee, this expert Sub-Committee makes recommendations to the Finance Committee on matters concerning the Defined Benefit Pension Scheme and investments. Its Terms of Reference can be found at Annex 3.

Person Specification

Applications are sought from individuals with the following skills, knowledge and experience:

- Executive or non-executive finance experience at senior level
- Extensive knowledge of pensions, investments and financial accounting
- An appreciation and understanding of the governance role of non-executives (challenge, scrutiny and decision making)
- Ability to analyse complex evidence and reach rational conclusions, incorporating appropriate advice
- Sound experience of the not-for-profit and public sector
- Ability to be objective, independent and impartial
- A good communicator with strong interpersonal skills
- Demonstrate sufficient standing, integrity and judgement to inspire public confidence in the representative and regulatory arrangements

From time to time the Vice Chair may need to deputise for the Chair of the Finance Committee in their absence.

Eligibility criteria

Applicants should note that Lay members cannot be (or ever have been) barristers or solicitors, as defined in paragraph 2(4) of Schedule 1 of the Legal Services Act 2007^[1]. Applicants need not have any legal sector experience.

^[1] <https://www.legislation.gov.uk/ukpga/2007/29/schedule/1>

Applicants must not be the subject of criminal charges, directors disqualification orders or be undischarged bankrupts;

All committee members are appointed in accordance with the Seven Principles of Public Life, a copy of which is at Annex 1.

Time commitment

Committee members are expected to play a full part in the work of their committee, and to prepare for and attend all meetings of it and any sub-committee to which they are appointed.

Finance Committee meetings are normally held at 5pm on Tuesdays.

The Finance Committee typically meets 5 times per year, usually in Holborn, London at the office of the Bar Council, though remote facilities are available. Involvement in any sub-committees may increase the number of meetings.

Terms and conditions

The following is intended as a general guide; specific terms and conditions will accompany letters of appointment.

Appointments will be for a period of up to three years and may be renewed for a further term of three years, subject to satisfactory performance and the interests of the Bar Council and the Bar Standards Board.

Lay members are remunerated at a flat rate of £165 per meeting, reviewed periodically, to cover both attendance and preparation time. Travel costs will be reimbursed within the conditions of the Bar Council's travel policy.

For interview attendance by applicants, standard class travel fares or other reasonable travel costs will be reimbursed upon production of receipts.

How to apply

Application Form

To apply please visit the Vacancies section of our website

<https://www.barcouncil.org.uk/about/bar-council-governance/vacancies/committee-vacancies.html>

Candidates will be asked to provide a covering letter (maximum two pages of A4) outlining how they meet the person specification and eligibility criteria for the role (set out in the application pack), together with a brief CV (maximum two pages of A4) **and email to:** ionwukwe-anyadike@barcouncil.org.uk

Candidates with a disability who require adjustments should contact Isi Onwukwe-Anyadike, Governance and Committees Manager (IOnwukwe-Anyadike@BarCouncil.org.uk) to discuss further. The General Council of the Bar is committed to equality, diversity and inclusion.

Candidates with queries regarding the position, should contact Richard Cullen, Director of Finance, at rcullen@barcouncil.org.uk in the first instance to arrange an informal discussion.

Candidates will be asked to provide a covering letter (maximum two pages of A4) outlining how they meet the person specification and eligibility criteria for the role, together with a brief CV (maximum two pages of A4). Applications will be assessed only against the application, and as such, it is important that candidates include all details they consider relevant.

Monitoring form

It is important that the Bar Council and the Bar Standards Board should reflect the diversity of the society that the Bar serves, and applications from all sections of the community are encouraged. To enable us to monitor this properly, you are asked also to complete an Equality and Diversity monitoring form supplied during the online application process.

Timetable

The timetable for the process is as follows:

Closing date for applications: 10am on 7 June 2024

Interviews will be conducted by a selection panel made up of member(s) comprising:

The Chair of the Finance Committee (David Kendix);
The Chair of the Bar Council (Samuel Townend KC), and
The Chair of the BSB (Kathryn Stone OBE)

Annex 1

The '**Seven Principles of Public Life**' form the basis of the ethical standards expected of public office holders. These principles were devised by the [Committee of Standards in Public Life](#) (CSPL):

1. **Selflessness:** Holders of public office should act solely in terms of the public interest.
2. **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty:** Holders of public office should be truthful.
7. **Leadership:** Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

Annex 2

Excerpt from the Standing Orders for Joint Committees of the Bar Council and Bar Standards Board¹

Finance Committee

1. The terms of reference of the Finance Committee are:
 - a. To keep under review the GCB's procedures for preparing the annual budget, levels and procedures for the authorisation of expenditure, procurement policy and other financial controls;
 - b. To review and finalise the annual revenue and capital expenditure budgets, in consultation with the BSB and GMC as appropriate, for presentation to the GCB (in accordance with Rule 10 of the Internal Governance Rules 2019, the GCB cannot approve or reject the budget from the BSB);
 - c. To put forward proposals for the annual practising certificate fee to the GCB, following consultation with the BSB and GMC, in accordance with Section 51 of the Legal Services Act 2007 and the current Practising Fee Rules made by the Legal Services Board. Proposals must take into account the BSB's independent formulation of its own budget, aligned to its priorities and strategy, under Rule 10 of the Internal Governance Rules 2019. In setting the PCF the GCB will comply with the LSB rules;
 - d. To review the GCB's and BSB's management accounts and the associate reports provided by the Chief Executive and the BSB Director General and make recommendations, take such actions or seek assurances (in accordance with Rule 3 of the Internal Governance Rule 2019 or otherwise) as may be necessary or desirable in the interests of the GCB as a whole in the light of such accounts;
 - e. To review the GCB's cash flow forecast;
 - f. To review the GCB's annual accounts prior to their consideration by the Audit Committee and approval by the GCB;
 - g. To determine and keep under review the GCB's banking arrangements, including the banking policy;
 - h. To keep under review the level and nature of the GCB's investments and borrowings and take all such action in relation thereto as is necessary or desirable in the interests of the GCB;

¹ <https://www.barcouncil.org.uk/static/cf01b956-bec7-4481-9338e7b5b9c99012/Standing-Orders-for-Joint-Committees-of-the-GCB-and-BSB-updated-25-April-2023.pdf>

- i. To provide advice on any financial matters referred to it by the GCB, the BSB or the GMC; and
- j. A sub-panel consisting of members referred to in paragraphs 10(c) and (d) below shall be responsible for making recommendations to the GCB and the BSB on the remuneration for independent members of the joint Audit and Finance Committees and the independent lay selection group member referred to in paragraph 32(c) below. The quorum for decisions of the sub-panel shall be two members, which must include one of the two practising barrister members nominated by the Chair of the GCB referred to in paragraph 10(c) below and one of the two members of the BSB nominated by the Chair of the BSB referred to in paragraph 10(d) below.

Annex 3

Terms of Reference for the Pensions and Investment Sub-Committee

a. Pension related:

- (i) To review the Pension Funds investment strategy, including the balance of risk and reward in the short and long term.
- (ii) To commission as necessary further analysis from the Bar Council pension advisers.
- (iii) To regularly feedback findings to the joint GCB/BSB Finance Committee.

b. Investment related:

- (iv) To propose an Investment Policy for approval by the Finance Committee.
- (v) To review the performance of the portfolio.
- (vi) To make recommendations to the Finance Committee.
- (vii) To implement such approved Investment Policy, including the appointment of Adviser(s) and of custodians of the investments, if deemed necessary.
- (viii) To review the agreed policy at least annually.
- (ix) On the authorisation of the Finance Committee, to obtain outside financial or other independent professional advice and to secure the attendance of observers with the relevant experience and expertise.