

Annual Chambers Management Package

Supporting compliance and development within chambers



The Bar Council

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The Bar Council's Annual Chambers Management Package has been specifically designed to assist chambers' members and professionals in meeting their responsibilities under the Bar Standards Board Handbook, and in supporting the day-to-day functionalities of their management committees and colleagues.

"The creation of the Annual Management Package, which offers a range of benefits and bespoke services to chambers, is part of the Bar Council's drive to work more closely with chambers; to strengthen and better support and promote the profession."

Malcom Cree CBE, Bar Council Chief Executive

At its heart, the Package offers a wide-range of training programmes and compliance-focused seminars to choose from throughout the year, ensuring that every set can maintain professional standards and act as beacon of good practice. It is also a cost-effective way of improving the approach to practice management taken by colleagues and promoting the ever-increasing business development opportunities available to practitioners.

Depending on the size, priorities and requirements of your chambers, you can choose from three package levels which will each give you a number of credit hours to use on the training and development opportunities of your choice. The core of essential training available to choose from in the Package covers three key elements:

- Compliance and professional standards
- Practice management and development
- Public Access

Beyond training, the package also includes triannual forums for heads of chambers and chambers' senior management. At these sessions, pertinent issues such as financial management and chambers governance will be discussed and attendees will be given the opportunity to learn from each other's experiences.

Compliance and professional standards

Anti-money laundering

3 credit hours per attendee

A practical and interactive workshop focusing on a review of the law and its application in day-to-day practice. This training session uses short presentations, case study examples and small group discussions to explore when and how to apply Client Due Diligence (CDD), and when the need for risk assessment and the levels of risk investigation are required for individual practices.

Equality and diversity

1.5 credit hours per attendee

Designed for barristers and chambers professionals alike, the 'Introduction to Equality and Diversity' course has been developed by members of the Bar Council's Equality and Diversity and Social Mobility Committee as a practical aid for chambers.

During this training, attendees will hear a summary of their legal and regulatory duties before undertaking a series of practical case studies designed to raise diversity awareness and drawn from the Committee's own experiences of applying equality and diversity policies in chambers.

Fair recruitment and selection

4 credit hours per attendee (or 2 credit hours per attendee for a refresher)

"Fantastically useful and well presented"

Fair Recruitment and Selection training has been developed by the Bar Council's Policy Team and is designed to help chambers meet its requirements under rC110 of the Bar Standards Board Handbook.

This interactive training provides attendees with the opportunity to practise their shortlisting and interview skills, and ensures that they learn:

- The principles of fair selection;
- How to avoid bias in selection;
- How to develop and apply selection criteria consistently throughout the selection process;
- How to develop reliable and valid work sample tests;
- Competency based interview techniques; and
- How to evaluate and make selection decisions.

GDPR data breaches

2 credit hours per attendee

Data breaches are happening in chambers every day: an email sent to the wrong person or a brief returned to the wrong solicitor; files left on a train or a lapse of attention by a practice manager. All these situations can lead to disaster and damage the reputation of chambers, and poor management of a breach can make a bad situation worse.

Through our partner, Briefed, we are helping chambers across the country deal with data breaches and the Information Commissioner's Office (ICO) on a regular basis. During the GDPR Data Breaches training session Orlagh Kelly, barrister and founder of Briefed, will:

- Alert attendees to the potential risks which have arisen since the implementation of GDPR, using examples of current real-life data breaches from chambers and barristers;
- Help attendees to identify the dos and don'ts of data breach crisis management; and
- Highlight the specific issues and risks that chambers' management committees and chambers professionals must be aware of.

"If I had the power, I would make this [training] compulsory for every barrister... it is invaluable."

Practice management and development

Business development

3 credit hours per attendee

This half-day workshop is predominantly aimed at barristers and focuses on improving their knowledge of business development as a key tool in the management and development of their practice.

This invaluable training session will help attendees to:

- Understand a prospective client's buying process;
- Understand how to influence that buying process through the application of specific business development tools and techniques;
 - Utilise the practice review process to help progress their career; and
 - Begin the process of developing and building a personal business development strategy.

There will also be opportunities during the course for attendees to apply their increased understanding of the tools and techniques required for effective business development to practical scenarios.

“Interactive and engaging. Practical suggestions which can be applied to real-life.”

NOTE: This workshop can be tailored for specific groups.

Negotiation skills

3 credit hours per attendee

An interactive and practical workshop focusing on the application of the core principles and theory of negotiation to developed case scenarios. Included within the course will be an examination of different negotiation styles, an exploration of when and how to use them, and how to deploy tactics and strategies to achieve best possible outcomes.

During the workshop, attendees will:

- Gain an understanding of core negotiation principles and when to apply them to best effect;
- Develop negotiation skills and gain greater confidence in their use through practical exercises and feedback; and
- Gain a greater understanding of the challenges and opportunities presented by negotiating through different modes (e.g. telephone and email).

Public Access

Public Access for barristers

12 credit hours per attendee

The Bar Council has trained over 1,500 barristers and chambers professionals in Public Access, an area which is covered by rC119 to C131 of the Bar Standards Board Handbook.

*“Very interesting information and well-presented. Most enjoyable!
Highlight: An excellent... insight into being a direct access barrister.”*

Our Public Access training course is designed for:

- Any barrister who undertakes Public Access work (training is mandatory before any Public Access instructions are accepted).
- Barristers who would like to gain further skills, knowledge, and a deeper understanding required to undertake Public Access work from one of our trainers.
- Barristers of fewer than three years’ practising experience can undertake Public Access work if they complete Public Access training. They must also:
 - seek feedback from their public access clients on the service provided; and
 - maintain a log of public access cases they have dealt with, including any issues or problems that have arisen and make this log available, on request, to the BSB for review.

NOTE: The Public Access scheme has been widened to include clients who might be entitled to Legal Aid.

Public Access sharpener for barristers

6 credit hours per attendee

This training is aimed at accredited Public Access practitioners who wish to further develop and enhance the skills required to empathetically, effectively and efficiently deliver services to their Public Access clients.

This interactive course builds on the knowledge, experience and skills gained through both the original Public Access course and from attendees' practical experiences by using a combination of short update presentations, practical case studies, small group reflective exercises and discussions.

This course provides attendees with a clear reflective opportunity to discuss, review and assess if their individual Public Access business models are effective and profitable, and in line with current best practice, regulatory and risk requirements.

Public Access for chambers professionals

4 credit hours per attendee

Designed for clerks, practice managers and other chambers staff, this course will enhance understanding of the applicable Public Access rules and identify under what circumstances it is reasonable to accept instructions from a lay client or their intermediary.

“Informative, entertaining and energising... I can honestly say it was one of the best courses I have been on.”

Conduct of litigation

5.5 credit hours per attendee

Since the publication of the new Bar Standards Board Handbook in 2014, barristers authorised to undertake Public Access work have been able to apply for an extension to their practising certificate to be able to conduct litigation.

As confidence in the Public Access model has grown, so too has the demand for authorisation to conduct litigation on behalf of Public Access clients. When making an application, Public Access barristers are required to demonstrate that they have had training in, and experience of, litigation.

This one-day training course will prepare practitioners for this development and will direct attendees to consider the potential areas of risk when delivering consumer services by working through the anatomy of a case.

About the Bar Council trainers



Bindi Dholakia

Courses: fair recruitment and selection

Bindi is a Chartered Occupational Psychologist and Registered Psychologist with extensive consultancy experience in fair selection, inclusion and unconscious bias and leadership development. She is Director of Fairway Group and an Associate Fellow of the British Psychological Society.

Bindi has spoken at numerous events and published various papers on managing diversity and is co-author of the 'Graduate Training Manual'.



Andrew Dines

Courses: public access, anti-money laundering and business development training

Andrew has worked within the legal sector as a management and training consultant for over 12 years and is highly skilled at facilitating practical, interactive and productive workshops. He has a wide range of relevant experience including being an army officer, a practising solicitor for 20 years, the lead partner for a provincial law firm, the training director for the Law South group of law firms and an experiential outdoor activities instructor.

“The Bar Council courses are all customised by trainers for the Bar and the trainers themselves are often barristers or chambers directors, so we are confident that the content on offer is both pertinent and appropriate.”

Dr Isabel DiVanna, Bar Council Commercial Director



Sam Mercer

Courses: equality and diversity, fair recruitment and selection

Sam has run the Bar Council's Equality & Diversity (E&D) and social responsibility programmes for the last six years. Prior to this, she set-up the leading diversity and inclusion charity on age and employment and led the workplace division in Business in the Community (BITC). She is an award-winning communicator on diversity and inclusion issues and has worked on this agenda across a wide range of private and public sector organisations and charities (both in the UK and overseas).



Elspeth Mills-Rendall

Courses: public access, business development and negotiation skills training

Elspeth originally practised as a barrister before working as a copyright lawyer at IFPI and the BBC Independents' Planning Unit before heading up the professional development teams at Herbert Smith and DLA Piper. She then became the first Chambers Director at Enterprise Chambers. Since 2000 she has been an independent facilitator, trainer and coach within both chambers and law firms acquiring a unique insight into those organisations and the skills required to perform at optimum efficiency and productivity.



Nicola Wallace

Courses: public access and litigation training

Nicola is a barrister at 4 Paper Buildings. Having first qualified as a solicitor, she has practiced at the Bar since 2006 specialising in high net worth financial remedy proceedings and private law children matters.

Nicola is an accredited Family Mediator (ADR group) and an accredited civil and commercial mediator for the Royal Institute of Chartered Surveyors.

The benefits and cost to chambers

Tailor your Annual Chambers Management Package to suit your needs

Depending on the size, priorities and requirements of your chambers, you can choose from three levels of entry and save up to £950 plus VAT on training and £1,450 plus VAT on additional Bar Council activities.

	Bronze (£3,000*)	Silver (£4,750*)	Gold (£5,950*)
Credit Hours Available	50	75	100
Pupillage Fair Discount	30%	50%	100%
Pupillage Gateway Discount	10%	20%	30%
Associate BRF Membership	1 per set	5 per set	10 per set

*All prices listed are exclusive of VAT

Beyond training, the Package also includes triannual forums for heads of chambers and chambers' senior management, at which pertinent issues such as financial management and chambers governance will be discussed and attendees will be given the opportunity to learn from one another's experiences.

Find out more

To find out more about how the Annual Chambers Management Package can further improve the efficient management of your chambers and the effective progression of your members and support staff, email our Head of Services, Carolyn Entwistle, on CEntwistle@BarCouncil.org.uk or call 020 7611 1455 (ext. 863).

Further information

Contact Head of Services, Carolyn Entwistle
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T: 020 7611 1455 (ext. 863)

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