

Your Career Break Check List: Closing Down

- Check your chamber's career break/parental leave /flexible working policies (and/or BSB Handbook)
- Cancel your Professional Indemnity Insurance (BMIF) – only if you are suspending your practising certificate at the same time
- Check CPD requirements (you may be entitled to an exemption – but only if you are suspending your practising certificate at the same time)
- Practising Certificate Fees (you may be entitled to a reduction)
- Bank/Bank Manager (let them know what is happening)
- Chambers Rent – Put direct debits on hold
- Hold a practice meeting
- Put a return/update meeting in your diary
- Accounts – make sure they are up to date & provision for tax/ year end/pension provision
- Allow for VAT (It is probably best not to de-register if you intend to return before all your aged debt and outstanding work has been billed and paid)
- Apply for maternity benefit – if eligible (the timing is important)
- Legal online library subscription (decide whether to maintain or suspend)
- Amend email addresses/out of office messages/voice mail message
- Nominate a chambers buddy – someone to check your pigeon hole and liaise with clerks, members of chambers in your absence
- Decide what you want to be told about (e.g. chambers meetings, chambers parties/ seminars/solicitor events/changes to management committee/staff/recruitment to chambers)
- Make sure your home internet access is OK
- Agree the list of solicitors to be told about your going/events during your break (e.g. the birth of your child)/plans for coming back
- Agree the contact details (for your support network, buddy, to given to clerks etc.)

Your Career Break Check List: Starting Up Again

- Check your Chambers career break/parental leave /flexible working policies (and/or BSB Handbook)
- Renew your Professional Indemnity Insurance (BMIF) and allow sufficient time to do so
- Check CPD (you may be entitled to an exemption)
- Apply for your Practising Certificate Fee if you cancelled it (you may be entitled to a reduction) and allow sufficient time to do so
- Inform your Bank/Bank Manager
- SBA/Circuit/Bar Mess (see what courses they run for returning barristers)
- Chambers Rent – Direct debits (put back in place)
- Hold a practice meeting in advance of your return with your clerk
- Accounts – up to date & provision for tax/ year end/pension provision
- Re-register for VAT (if appropriate – see previous checklist)
- Renew your legal online library subscription
- Amend your email addresses/out of office messages/voice mail message
- Set up your home for home working (e.g. internet access, printing etc.)
- Inform solicitors about your plans for coming back