



The Bar Tribunals & Adjudication Service

The Council of the Inns of Court

INNS' CONDUCT COMMITTEE

Vice-Chairs Role Description

The Inns' Conduct Committee

The function of the Inns' Conduct Committee (the 'ICC') is:

- (1) To determine any question whether an applicant for admission to one of the four Inns of Court is a fit and proper person to practise as a barrister, and hence whether they are eligible to become a student member of an Inn (membership of an Inn being a prerequisite for studying to become a practising barrister);
- (2) To determine whether a student member of an Inn is fit and proper to be Called to the Bar and practise as a barrister and, what sanction is appropriate to impose if that individual's conduct calls into question whether they are a fit and proper person;
- (3) To hear and determine appeals from determinations by a student's Inn of minor internal disciplinary matters against that student; and
- (4) To administer and improve the processes identified above in accordance with its constitutional remit and report annually to the Council of the Inns of Court ('COIC').

Members of the ICC determine these matters (and conduct preliminary Screening Panels) although hearing panels often comprise or include members of the BTAS Disciplinary Pool. The ICC and BTAS Disciplinary Pool comprise a group of individuals selected, trained and regularly appraised to ensure their ability to consider and determine such matters is of the highest standard.

The Bar Tribunals & Adjudication Service

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Membership

The ICC's membership is set out in [Part III of The Inns' Conduct Committee: Practice and Procedure Rules \[2020\]](#), 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 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;
- Serve as members of Screening Panels, considering documentation from the Inns about applicants/students to determine the appropriate subsequent handling of any case;
- 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 ethnicity, age, gender, gender identity, sexual orientation, marital status, responsibility for dependants, political beliefs, national origin, religion, disability or socio-economic background.
- 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;
- Regularly review the ICC rules, policies and guidance 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 COIC;
- Follow any guidance issued by the Bar Standards Board under rQ127.1 of the Handbook;

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.

- Respond to any request from the Bar Standards Board for information under rQ127.2 of the Handbook;
- Obtain expert advice when needed.

Person Specification

The Vice-Chair of the Inns' Conduct Committee is expected to have:

Leadership

- previous leadership experience
- ability to lead and to facilitate structured discussion

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 judgment and effective collective decision-making;
- successful experience of acting as a member of a board or committee;

Skills and Abilities

An ability to:

- work within a legal framework, procedural rules, guidance and codes;
- analyse and assess potentially complex material;
- take responsibility and actively participate in discussions;
- make decisions and give guidance;
- listen and learn from others;
- express their thinking in a clear, logical and balanced way;
- work constructively as part of a team;
- operate within a complex and challenging environment;
- work collaboratively with individuals with very different skill sets.

Term	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. Membership of the BTAS Panel is not a requirement for a person to be appointed or reappointed as Chair or Vice-Chair of the ICC.
Eligibility	No Person shall be a member of the ICC if they are members of the Bar Council of any of its committees or a member of the Bar Standards Board or an of its committees; cease to be a member of the ICC simply be reason of ceasing (by the passage of time) to be a member of the BTAS Panel.
Commitment	The Vice-Chair is expected to make themselves available: <ul style="list-style-type: none"> • to attend the meetings of the Committee; • to attend at least three Screening Panels, as required; • as required to discuss ad hoc queries and issues with the Chair and the fellow Vice-Chair
Integrity	All members must act with integrity and avoid conflicts of interest.
Expenses	All members may claim reasonable expenses. Members are eligible to claim an attendance fee of £400 per day (or £200 per half-day). No fee is payable for any preparatory or other work or travel time.