



WELLBEING

Chancery Bar Association (ChBA) and Institute of Barristers Clerks (IBC)

Best Practice Policy

Members of the ChBA and their staff spend many hours at work. The work is often demanding and pressured and can be isolating. There can be a heavy weight of responsibility involved, particularly for junior barristers who are only just entering the profession and may very quickly have sole conduct of cases which have significant ramifications for their clients. This makes chambers an important setting to ensure best practice in maintaining health and wellbeing. An unhealthy lifestyle may lead to ill-health, days absent through sickness, lost productivity and reduced ability to concentrate or work at all. The focus of the Chancery Bar Association and Institute of Barristers Clerks on health and wellbeing aims to improve the way that barristers and their staff manage their relationships and consequently improve their health and productivity. This policy is not intended to be exhaustive but is designed to assist barristers and staff (who for the purposes of this policy include both clerks and other members of staff who are not clerks) to achieve best practice in this regard. It has been drafted by senior clerks, with some additional input from chancery practitioners.

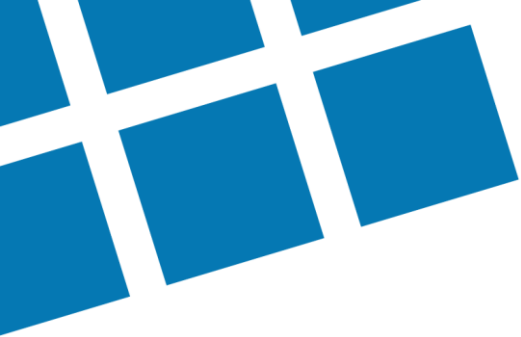
Policy Statement

The ChBA and the IBC note the results of *Wellbeing at the Bar*, the survey conducted by the Bar Council in April 2015, which revealed a range of wellbeing-related difficulties experienced across the profession. As such:

- The ChBA and IBC believe that wellbeing is an important issue which requires concerted action by their members and their chambers. The wellbeing of barristers and staff is of equal importance.
- The ChBA and IBC recognise the importance of supporting their members in preventing poor health and lifestyle-related issues caused by the pressures of work;
- The ChBA and IBC are committed to encouraging their members and chambers to create a working environment that supports and encourages a healthy, balanced lifestyle and better wellbeing for all barristers and staff.

Chambers are encouraged to adopt this policy, with their own additions if thought appropriate.

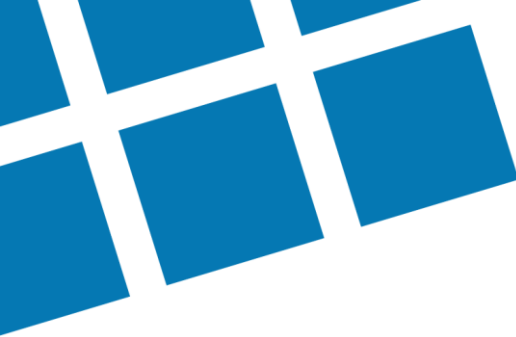
This policy is deliberately not intended to cover pupils as their position is likely to be covered by chambers' pupillage policies.



Objectives and Strategies


Chambers are encouraged to adopt the following objectives and strategies as part of everyday practice:

1. Recognise the importance of and raise awareness of the need for a healthy lifestyle:
 - i) A balance between work and personal life is important and it should be agreed that taking time for personal matters is not a sign of not being committed to work.
 - ii) Barristers often work long hours and chambers should accept that people will need to take time out away from work on a daily basis. Chambers should not expect barristers, as a matter of course, to be on-call 24/7, to answer emails out of normal working hours or to work weekends.
 - iii) Holidays are important and chambers should:
 - a. encourage barristers to take sufficient periods of time for holiday; and
 - b. facilitate, as far as possible, that those holidays are free from any interruption from work.
 - iv) Similar considerations apply in respect of staff, whose position will be covered by their terms of employment.
 - v) The Wellbeing at the Bar (WATB) website is an important resource specifically designed for barristers and staff to explain the importance of, and how to deal with, wellbeing issues. Chambers should make members and staff aware of the WATB website.
2. Improve wellbeing in chambers through 2-way communication and an appropriate workload:
 - i) Barristers and clerks are encouraged to hold regular practice review meetings to discuss any areas of concern and to keep an open dialogue.
 - ii) Ongoing discussions relating to workload are important and will help keep barristers and clerks aware of workload between practice reviews.
 - iii) At the time of accepting new instructions consideration should be given to the barrister's existing workload to ensure that the work required can comfortably be accommodated. Particular consideration should be given to the needs of junior



practitioners, whose knowledge of the law and procedure is likely to be narrower, meaning that they will require more time to complete tasks.


- iv) Clerks are encouraged to consult barristers before making significant new entries to their diary or otherwise committing barristers to significant professional engagements (including hearings and conferences). This particularly applies where the barrister is to be expected to carry out a professional engagement at short notice or at a time when he or she is likely to be busy with other work or otherwise may be unable to carry out the engagement.
 - v) Barristers should be allowed to have control over the amount, nature and type of work that they do and clerks are encouraged to have this in mind when working with their barristers; the result is that it may not always be possible for clerks to accept work that is offered without consultation with the barrister.
 - vi) It should be recognised that members of staff often have a heavy workload too and barristers and senior staff should be aware of this when delegating and allocating work, particularly work which needs to be done at short notice. There should be an open dialogue between senior staff members and barristers responsible for staffing issues within chambers in relation to both workload and, where appropriate, the need for increased staffing levels.
 - vii) Barristers and clerks are on the same side. They should work together to achieve the workload and practice barristers wish to have and to ensure the smooth functioning of staff support within chambers.
3. Improve relationships and encourage discussion of personal issues, in order to improve wellbeing:
- i) A good and open communication between barrister and clerk will mean that both are comfortable in raising (in confidence) personal issues that may affect their ability to work or result in the need for time away from chambers, without fear or stigma.
 - ii) Barristers and staff are entitled to parental leave; in the case of barristers, sensible diary planning and regular review meetings can make this a smooth process without a negative effect on practice. The Bar Council offers a specific training course for this.
 - iii) The competition for Silk or other posts (including judicial posts) can be a particularly difficult time for applicants and a professional and open relationship between barrister and clerks should be encouraged to allow a supportive process.

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- iv) Relationships between staff and members of chambers are important and consideration should be given to making opportunities to socialise away from chambers.
 - v) Chambers should consider the assistance that internal mentoring schemes may provide in allowing barristers and staff to raise personal or work issues. The ChBA has a mentoring scheme for barristers, details of which can be found on the ChBA website.
4. Provide support for barristers and staff who may experience a wellbeing issue:
- i) Barristers and staff who encounter a wellbeing issue should be treated fairly and supportively, without fear of stigma. Concerns expressed by them should be kept confidential unless they consent to others being told.
 - ii) Chambers should offer to assist any individual in organising professional help (including medical assistance) if required.
 - iii) Chambers should consider changes to working environment and / or working hours for any barrister or member of staff who experiences a wellbeing issue.
 - iv) Chambers should consider providing training for those in senior positions who may need to deal with wellbeing situations. The WATB website is a primary source of information in this regard.
 - v) Chambers should consider appointing wellbeing officers or otherwise nominating people to be the principal contacts for wellbeing issues. It is suggested that more than one person should act in this capacity, in case the person raising the issue is uncomfortable with raising it with one of those nominated for the purpose.

Responsibilities

The ChBA and IBC encourage all members and chambers to adopt this policy. To achieve this chambers are encouraged to:

- i) Provide copies to their members and staff and to ask them to read and discuss the policy and seek clarification where required.
- ii) Generally seek to ensure that barristers and staff are aware of the policy on an ongoing basis.

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- iii) Consider what additional objectives and strategies they ought to adopt (if any) to secure the wellbeing of their members and staff. If they wish to adopt any additional objectives and strategies, these should be incorporated into an adapted version of this policy which is available to all members and staff.
 - iv) Consider and apply this policy whilst taking decisions and completing duties;
 - v) Support and contribute to the ChBA's and the IBC's aim of providing a healthy and supportive working environment for all in chambers;
 - vi) Put in place procedures to ensure that this policy is followed and to allow issues to be raised if it is not.

The ChBA and IBC encourage senior members of chambers and senior staff to be responsible for:

- i) Ensuring all members and staff have access to this policy;
- ii) Actively supporting and contributing to the implementation of the policy;
- iii) Monitoring compliance of the policy and taking action in the event of non-compliance;
- iv) Regularly reviewing and updating any policy statements including additional wellbeing objectives and strategies which have been adopted by their individual chambers;
- v) Setting up a wellbeing committee and/or appointing wellbeing officers to achieve these aims.

Review

The ChBA and IBC will aim to review this policy on an annual basis, to include:

- i) Assessing the impact and adherence to the current policy;
- ii) Providing all members of both organisations with opportunities to give feedback and make changes as required;
- iii) Communicating the reviewed policy to all members.

4 October 2017