

IBC Rules

The amendments proposed below are to complement and enhance the current IBC Rules.

Proposed amendments

1. Where there is a tension or difference between what is approved and what is in the current Rules then all approved proposals from the below are to have primacy and be carried into effect.
2. Name: The name shall be the Institute of Barristers' Clerks and known as the IBC. **(unchanged)**
3. Objectives of the IBC:
 - a. To promote the IBC including its benefits and activities, to all concerned
 - b. To support the professional development, skills, knowledge and standards of members of the IBC
 - c. To encourage each Chambers to have at least one member of the IBC within their staff complement.
 - d. To provide an education program to its members
 - e. To provide mentoring and wellbeing support
 - f. To provide support on employment related matters
 - g. The promotion of clerking as a career including through Outreach Programmes and other avenues
 - h. To engage with and support the Bar Council (including a presence on Bar Council Committees)
 - i. To engage with external organisations e.g. BSB, HMCTS and the Legal Aid Agency in order to protect and promote the interests of IBC members and the Bar and to facilitate good working relations between all concerned
 - j. To organise amity events
 - k. To organise social events
 - l. To provide support to social groups in which IBC members are involved
4. Management of the IBC
 - a. Chair – is to provide leadership to the IBC and to manage Executive Committee and Management Committee business including chairing meetings of the same.
 - b. Executive Committee: is entrusted with the management of the IBC and shall be a constituent part of Management Committee. It shall meet as required by the Chair.
 - c. Treasurer: to ensure the proper stewardship of IBC funds in accordance with the Rules. To report monthly at ManCom meetings and to deliver the Annual Accounts and Budget at the AGM.
 - d. ManCom: shall meet on the second Thursday of each month (save for August) unless the Chair, directly or via the Administrator, provides seven days' notice

of an alternative date. Management Committee is entrusted with the running of the IBC including carrying into effect the Objectives of the IBC subject to any requirements from the Executive Committee. ManCom members (including those co-opted) shall provide representation on Bar Council Committees.

- e. General Purposes Committee: this committee is to be re-established and be used for the progression of significant pieces of work. Projects can be delegated to the GPC by the Executive Committee for which purpose the Chair shall appoint either one Officer and two members of ManCom or two Officers and three members of ManCom to progress matters. Additional person(s) may be co-opted to assist as needed but shall be non-voting. GPC, when active, shall report monthly to ManCom. It is anticipated that there may be more than one project at any one time with different individuals working on them.
 - f. Equality, Diversity, Inclusion, Wellbeing & Retention [EDIWR]: this committee shall be managed by the Chancery Secretary (or alternative as nominated by the Chair) and will develop an Outreach Programme (see 3g above).
 - g. Chambers & Social Committee will also have a Corporate & Social Responsibility role. It will also provide support to social groups (e.g. 3k above) and report monthly to ManCom.
 - h. The Education Committee shall publish a program of seminars on a regular basis.
 - i. The Career Development Committee is to become a sub-committee of the Education Committee. It will organise seminars for the whole membership on behalf of the Education Committee and continue to organise social events for the more junior membership. The CDC will report separately from Education Committee to Management Committee and it will continue to have a separate budget.
 - j. The Education Secretary and the Chair of the Career Development Committee shall serve, ex-officio, on both committees. The Education Secretary is not required to attend meetings of the CDC. The Chair of the CDC will be a full member of the Education Committee.
 - k. IT Committee (see 11b below) – all committees should consult in accordance with their needs and the needs of the IBC.
5. Administrator – role to expand to include supervising committees to ensure that they meet and report in accordance with the Constitution.
6. Annual Conference
- a. the Chair shall appoint a Conference Chair who shall become an ex-officio member of both the Management Committee and the Education Committee. The Conference Chair shall report to each Management Committee meeting regarding any developments.
 - b. The Annual Conference typically will be scheduled for November and will, within a three year cycle, be in London once and elsewhere twice.

- c. The Education Secretary will help inform the Conference Agenda and provide such support as is requested.

7. Membership of the IBC

- a. Who may be members
 - i. All Chambers staff (no change)
 - ii. Honorary members (no change)
 - iii. There shall cease to be a Qualified / Unqualified membership system and this shall be replaced with Membership
 - iv. Applications for membership of the IBC received by the Administrator shall be passed to ManCom for consideration and approval at the next monthly meeting.
 - v. International Associate members (no change)
- b. Restriction on the roles of members
 - i. Serving on the Management Committee of other representative organisations shall be a bar to joining the IBC Management Committee for three years but not a bar to membership of the IBC
 - ii. This is not to preclude a role on the Bar Council, Bar Standards Board or similar save where there is a conflict of interest.
- c. Complaints against members of the IBC
 - i. The disciplinary procedures are complex and difficult in practice to operate. This shall be referred (presuming that it is established) to the General Purposes Committee for review and revision to include consideration of the responsibilities and roles of the Bar Standards Board, the Legal Ombudsman and any other organisation of relevance. Formal advice in this regard, if requested, shall be a matter for the Treasurer to approve.
 - ii. The disciplinary rules shall be reviewed annually by the Crime Secretary (or another Officer of the IBC if asked to do so by the Chair).

8. Subscriptions

- a. Categories – reduce categories and remove ‘junior’ – and shall become
 - i. Senior Clerks / Senior Management level
 - ii. Clerks / Practice Managers / Administrators (>8 years’ experience)
 - iii. Clerks / Practice Managers / Administrators (<8 year’s experience)
 - iv. International Associate Member
- b. Amount – to be approved by the Executive Committee, on the recommendation of the Treasurer, on or by the October 2024 Management Committee meeting and thereafter annually at the AGM

9. Policies:

- a. The Crime Secretary (or another Officer nominated by the Chair) shall review on an annual basis (to be confirmed to the AGM) the following policies:
 - i. GDPR
 - ii. Privacy
 - iii. Cookies

10. Management of the IBC

- a. Executive Committee - **Unchanged**
 - i. Officers x 8 (Chair, Vice Chair, Treasurer, Chancery Secretary, Common Law Secretary, Crime Secretary, Education Secretary, Vice-Treasurer)
 - ii. Annual election for all officers
- b. Management Committee Agenda to reflect the revised requirement of some committees to report quarterly. Other committee reports and group attendance reports to continue to be made monthly (in particular reports from Bar Council Committees) in order that the Management Committee is up to date with developments.

11. Sub-Committees

- a. Are to report at each Management Committee meeting
- b. Establish an IT & Social Media Committee
- c. The IT & Social Media Committee is to have responsibility for
 - i. The IBC website
 - ii. Social Media Accounts
 - iii. IBC bulletin (routinely delegated to the Administrator)

12. Election of Officers

- a. Chair - **Unchanged**
- b. Executive Committee - **Unchanged**
- c. ManCom - **Unchanged**
- d. Coopting members of ManCom – to be within the Chair’s gift subject to consultation with the Executive Committee

13. President (**change proposed at b**)

- a. President
- b. Vice President – on appointment to step down from Exec / ManCom but shall remain eligible to represent the IBC and eligible for re-election to Management Committee after 12 months
- c. Vice President Emeritus
- d. Election to President – on recommendation from Executive Committee to Management Committee and approved at the AGM.

14. Committee Meetings

- a. Management Committee – to meet 11 times per year on the second Thursday of each month (save for August)
- b. Executive Committee – at the discretion of the Chair
- c. Education Committee – shall meet quarterly and report to the next ManCom meeting
- d. Annual General meeting – mid-March each year
- e. General meeting – as provided for within the rules
- f. Chambers & Social – shall meet as required and report monthly

15. Dinners

- a. The IBC will host an Annual Dinner the principle purpose of which is to thank other parts of the legal profession for their help and support. The invitation list shall reflect this and will include Management Committee members, the President, Vice-Presidents (including Vice-President Emeritus) and will also include IBC members not on the Management Committee but who actively support and promote the activities of the IBC.
- b. The Annual Dinner shall be organised by the Chambers and Social Committee
- c. There are to be triennial dinners involving each of the Regions (not exclusive to members of the IBC) which are to be held on a rotating basis allowing for two per year to which the IBC will make a contribution. The Treasurer is to determine the level of the contribution after consideration of the likely number of IBC members attending.

16. Implementation

- a. The General Purposes Committee (or such Officer of the IBC as nominated by the Chair of the IBC) shall have carriage of updating the Rules and Constitution.

Howard Rayner

For the Institute of Barristers' Clerks