RED LION CHAMBERS

RLC INDUCTION CHECKLIST / CERTIFICATE
Both pages of this Form should be completed and passed to the Practice Director (Senior Clerk) within two months of arrival in chambers.

Name: _____

Inducting Staff: _____

NOTE: Shaded areas contain items that may not apply to all newcomers. Complete where applicable.

Area	Item	Confirmed
I.T.	Username/password provided; connected to network; Email set up; informed about drives and remote working.	☐
Staff	Job Description/Contract of Employment Supplied, Signed and Returned. (ref: Mark Bennett)	☐
Staff	Probation explained.	☐
Staff	Aware of Appraisal Process.	☐
Pupils	Aware of Pupillage Handbook as Core Guidance	☐
Pupils	Aware of quarterly supervisor feedback process and forms.	☐
Pupils (not 3rd)	Working Time Waiver Explained, Signed and Returned.	☐
Bar	Aware of Constitution incl. Schedules.	☐
Bar Full	Deed of Adherence (to Constitution) Signed & Returned	☐
Bar Assoc	Memorandum of Understanding Signed & Returned	☐
Bar Full	Data for Company Directorship supplied; Appointment completed.	☐
Structure	Aware of Chambers' management structure.	☐
QA	Aware of Chambers Policies	☐
QA	Aware of Chambers Standards Quality Policy Statement	☐
QA	Aware, for Client Care Purposes, of Bar Code and CPS Codes	☐
Bar	Practising Certificate – copy supplied/downloaded	☐
Bar	Bar Mutual Insurance – certificate supplied/checked with BMIF	☐
Bar	Data Protection Registered – certificate supplied/checked online	☐
Pupils	Pupillage/Status confirmed registered with the Bar Council (copy supplied)	☐
Bar	Web Profile supplied, incl. directory references (see pro forma)	☐
Bar	Whether a registered Pupil supervisor?	*Yes* ☐ *No* ☐
Bar	Whether willing to have a pupil?	*Yes* ☐ *No* ☐
Bar	Direct Debit form (for quarterly rent: info to Clerks)	☐
Finance	Bank Details (form) (for period fee/award/salary payments)	☐
Records	Contact details including Emergency Contact	☐
Marketing	Business Cards Required? (If so, content to be indicated.)	*Yes* ☐ *No* ☐

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Bar	Photo to be published? (Supply to be discussed.)	*Yes* ☐ *No* ☐
Bar	List of existing solicitors for contact/social purposes	☐
H&S	Informed of principles and policy guiding Health & Safety (incl. H&S Officer)	☐
H&S	Explanation of security system.	☐
H&S	Explanation of fire system.	☐
Prem & Fac	Informed of Continuity Policy and Officer (Practice Director)	☐
Prem & Fac	Informed of Chambers' Facilities supporting Services	☐
Clerking	Has discussed functions and operations of Clerks' Room	☐
Clerking	Has discussed information systems incl. pigeon-holes, internal/external delivery of documents, notice boards, e-mail and fax.	☐
Clerking	Has discussed on-line diary system and requesting reports, incl. aged debt, from clerks.	☐
Clerking	Has discussed system of receipts, rent calculation and collection (complete Standing Order and Direct Debit forms).	☐
Clerking	Has discussed procedure for collecting previous Chambers' fees (if appropriate)	☐
QA	Informed of "Enforcing Standards" Disciplinary Policy	☐
QA	Informed of Equality & Diversity Commitment and Policy	☐
QA	Informed of Email, Internet & Telephone Policy	☐
QA	Informed of Policies on Sensitive Material & Encryption	☐
QA	Informed of Purchasing Policy	☐
Staff	Informed of Sickness & Holiday Policy	☐
Pupils	Advised to speak to Pupil Supervisor re Sickness matters	☐
Bar	Informed of group private healthcare, income protection, critical illness insurance. If required, refer to Financial Controller.	☐

Newcomer *Signature*: *Date*:

Inductor *Signature*: *Date*: