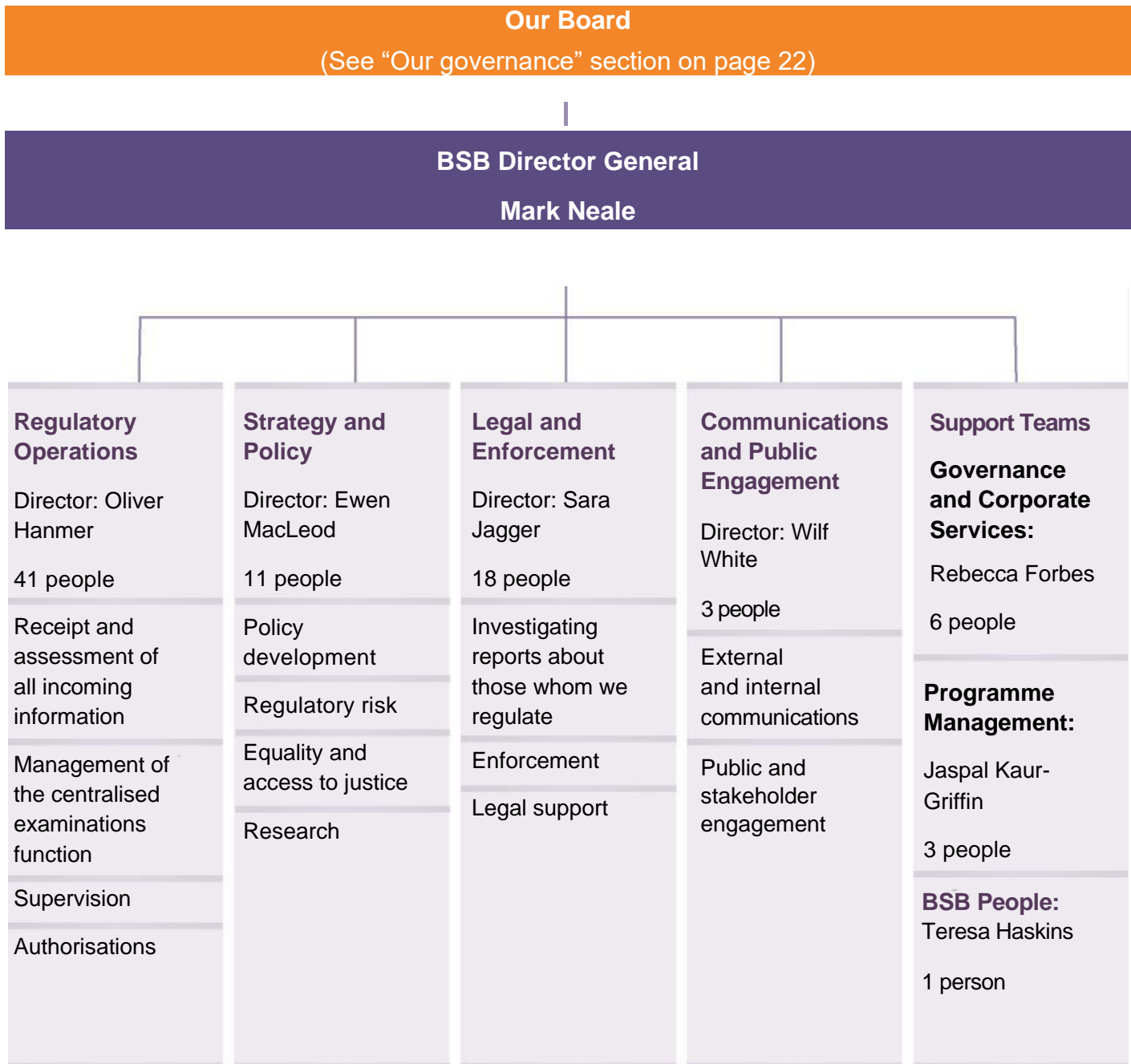


Part 3: Our teams and their work

Our organisational structure and staffing



Figures are for Full Time Equivalents rounded to the nearest whole number.

Additionally, we share the following support services with the Bar Council: Facilities, Finance, Information Services, Records, the Project Management Office, and those centralised Human Resources services not provided by the dedicated BSB function.

More about the work of our teams

Regulatory Operations

Our Regulatory Operations Department brings together all our assessment, supervision and authorisation functions.

Its aim is to assure, maintain and enhance standards across the profession through the development of measures for assessing the adherence to the standards set out in the BSB Handbook of both the individuals we regulate and the chambers and entities in which they practise. This includes a risk-based approach to assessment, supervision, the authorisation of new entities and the regulation of Continuing Professional Development.

The Department oversees the academic, vocational, and pupillage components of training that must be completed in order to qualify as a barrister. It sets and marks centralised examinations for prospective barristers. It also decides on individual applications from people wishing to qualify and/ or practise as barristers but who would like to be exempted from some or all of the normal training requirements.

The Department also contains our Contact and Assessment Team which is the central point of contact for anyone getting in touch with us, including anyone contacting us with concerns about a barrister's behaviour. The Team performs an initial assessment of all incoming information and refers cases to the relevant department if it is thought that action may need to be taken.

Legal and Enforcement

Our Legal and Enforcement Department is responsible for ensuring that the professional obligations set out in the BSB Handbook are adhered to and, if necessary, taking enforcement action where those obligations have not been met. It also provides legal support services across the organisation in relation to regulatory decision-making, including handling any litigation.

The Department carries out investigations of potential breaches of the Handbook. Where an investigation reveals sufficient evidence, and the conduct poses a risk to the Regulatory Objectives, enforcement action will be taken in accordance with the processes described on [our website](#).

Decisions on what action, if any, to take can be made by staff or panels of the BSB's Independent Decision-Making Body.

Staff decision-making is limited to dismissing allegations or imposing non-disciplinary administrative warnings or fines (up to £1,000 for individual barristers).

Our Independent Decision-making Body, sitting as five person panels, has wider powers: they can also refer cases of professional misconduct to a Disciplinary Tribunal and have the power to decide less serious charges of professional misconduct, with the barrister's consent, under the Determination by Consent procedure.

The Department is also responsible for preparing and presenting charges of professional misconduct to independent tribunals, convened and administered by an independent organisation called the Bar Tribunals & Adjudication Service (BTAS). In doing so, the BSB is assisted by chambers appointed to our [Tribunal Representation Panel](#) which provide representation at tribunals and other hearings. It is for the independent tribunal to decide whether the charges brought by the BSB are proven and to determine any sanction.

The Legal and Enforcement Department also deals with concerns about barristers' fitness to practise for health reasons, and with interim suspensions from practice pending conclusion of disciplinary proceedings where the alleged misconduct poses a serious risk to the public

Strategy and Policy

Our Strategy and Policy Department is responsible for collecting evidence about the effectiveness of our rules and policies, assessing regulatory risk, and, where necessary, changing existing rules or introducing new ones.

The Department gathers evidence about what is happening in the market and the impact that our actions are having by conducting research (either by itself or with others) and by collaborating with stakeholders who have an interest in our work. Where necessary, it uses this knowledge to set or revise standards and introduce rules and guidance for barristers and entities. These rules are contained in the BSB Handbook. It develops policy on the educational pathways into the profession, and on the conduct of practice in areas such as direct public access to barristers. Another important area is equality and diversity, where the Department is responsible for setting and seeking to achieve the objectives within our Equality Strategy.

Communications and Public Engagement

Our Communications and Public Engagement Department is responsible for all our internal and external communications including our publications, website, social media activity and media relations. It helps our other teams to engage with the profession and other stakeholders to make sure that we discuss our policy development plans and significant operational changes affecting the regulatory arrangements, in an open and consultative way. The Department helps make sure we fulfil our transparency and accountability functions, and our obligations to promote public legal education.

The Governance and Corporate Services team supports strategic and business planning and budgeting. It coordinates performance reporting and monitoring of our corporate risks and assurance activities including internal audit. The team ensures that we act in accordance with good governance practice, supports the Board and its committees in the stewardship of the organisations and also provides support for the Chair, Vice Chair and Director General.

Programme Management

The Programme Management team provides guidance and ensures that best practice is followed in the setup, running and closure of all our major programmes and projects so that the maximum benefits can be realised. It provides project management training to officers in other teams.

BSB People

Our dedicated People team is responsible for setting and delivering our people strategy, our learning and development strategy and for guiding the senior leadership team and managers in defining and developing the BSB's culture as an independent regulator. The Team is also responsible for developing BSB HR policies, the provision of HR business partnering to BSB teams, and supplies a wide range of operational services to BSB managers and staff, assisted by administrative and transactional support from the Bar Council shared service.

Resources Group

The Resources Group provide a shared service to both the BSB and the Bar Council via the following teams:

Information Services Team

The team is responsible for the effective, efficient and cost-efficient delivery, support and maintenance of information management, management information/business intelligence and the underlying technology across the organisation.

Project Management Office Team

The Project Management Office (PMO) team is responsible for delivering business projects across the entire organisation, or supporting others in managing their own projects.

Finance Team

The Finance Team provides up-to-date, accurate and relevant information to the Organisation, which enables management to make informed decisions, across the Bar Council and the Bar Standards Board.

Finance provides budget holders with profit & loss reports for their departments, highlighting income & cost variances and associated detailed analysis.

We provide a wide range of support and guidance to non-accounting staff including liaising with suppliers and creditors, processing payments and providing management accounts for each department.

Barrister Records Team

The Records Team are custodians of barristers' records on the Core Database.

Facilities Team

The Facilities Management (FM) Team is responsible for delivering the efficient operation of the office and facility management functions, including Health and Safety.