

**FALCON CHAMBERS TERMS OF ENGAGEMENT OF COUNSEL BY A
LICENSED ACCESS CLIENT OTHER THAN
A CHARTERED SURVEYOR**

Definitions

1. In these terms:
 - 1.1 “Bar Code of Conduct” means the Code of Conduct for the Bar of England and Wales for the time being in force as set out in the Bar Standards Board Handbook as published from time to time.
 - 1.2 “Licensed Access Rules” means the rules in the Bar Code of Conduct governing the acceptance of instructions by barristers from licensed access clients.
 - 1.3 “Licensed Body” means one of the bodies listed in Schedule 1 to the Licensed Access Regulations which are available on the Bar Standards Board’s website, or any other organisation which has been expressly licensed by that Board under its Licensed Access Recognition Regulations.
 - 1.4 “instructing member” means a member of a Licensed Body from whom the barrister has accepted instructions in accordance with the Licensed Access Rules.
 - 1.5 “instructions” include a brief save where the context otherwise requires.
 - 1.6 “the Services” means the legal services provided by the barrister pursuant to the instructions provided by the instructing member.

Contents and acceptance of instructions

2. The instructing member must:
 - 2.1 Ensure the instructions delivered to the barrister are adequate to supply them with the information and documents reasonably required and in reasonably sufficient time for them to provide the services requested.
 - 2.2 Respond promptly to any requests for further information or instructions made by the barrister.
 - 2.3 Inform the barrister immediately, in writing, if there is reason to believe that any information or document provided to the barrister is not true and accurate.
3. The barrister is entitled to carry out any customer due diligence required by The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017. The instructing member will provide the barrister with all reasonable assistance to carry out any necessary customer due diligence. In the event that the barrister reasonably considers that the requirements of the Money Laundering Regulations have not been satisfied, they may within a reasonable period after receipt of the Instructions withdraw any acceptance of those Instructions without incurring any liability.

4. The barrister has the right or duty in certain circumstances to refuse to accept instructions. Those circumstances are set out in rules C21 and C135 of the Bar Code of Conduct, the terms of which are set out in Appendix 1 to these Terms. Notwithstanding that instructions have been delivered to the barrister, the barrister shall not be deemed to have accepted those instructions until they have had a reasonable opportunity to peruse them and decide whether they are appropriate for licensed access and have expressly accepted the instructions.
5. A barrister may only accept instructions from a member of a Licensed Body in a matter of a kind which falls generally within the professional expertise of members of that Licensed Body. The instructing member confirms that the matter in respect of which the barrister is instructed is of that kind.
6. An instructing member may instruct the barrister in their capacity as a director, partner, member or employee of a company, firm or other body. In any case where the barrister accepts instructions from an instructing member in their capacity as a director, partner, member or employee of a company, firm or other body, the obligations of the instructing member under these Terms shall be the joint and several obligations of the instructing member and that company, firm or other body, unless otherwise agreed between the barrister and the instructing member.
7. Unless the instructing member otherwise stipulates and the barrister agrees, the barrister will deal with instructions other than a brief as soon as they reasonably can in the ordinary course of their work. Where for any reason there is any urgency the instructing member must, when they deliver their instructions, inform the barrister or their clerk of the precise deadline(s) involved in order that the barrister or their clerk may decide whether in those circumstances they can accept the instructions. That information must be communicated to the barrister or their clerk separately from the instructions themselves. The barrister or their clerk will inform the instructing member without delay whether they can or cannot accept instructions.
8. The barrister accepts instructions upon the understanding that in carrying them out they must and will comply with the Conduct of Conduct and the general law.
9. The barrister is not authorised to conduct litigation. Therefore, the barrister cannot be expected to perform the functions of a solicitor or other person who is authorised to conduct litigation (organisation and management of a case proceeding through litigation, e.g. providing an address for service, filing and serving court documents, etc.) and in particular to fulfil limitation obligations, disclosure obligations and any other obligations arising out of or related to the conduct of litigation. Circumstances may require the lay client to retain a solicitor or other authorised litigator at short notice and possibly during the case.
10. If at any stage the barrister considers it in the interests of the lay client or the interests of justice that a solicitor or other authorised litigator or some other appropriate intermediary (as the case may be) be instructed either together with the instructing member or in place of the instructing member, then:
 - 10.1 the barrister must forthwith advise the instructing member in writing to instruct a solicitor or other authorised litigator or other appropriate intermediary (as the case may be); and
 - 10.2 unless a solicitor or other authorised litigator or other appropriate intermediary (as the case may be) is instructed as soon as reasonably

practicable thereafter the barrister must cease to act and must return any instructions.

11. Where instructions are given to the barrister by the instructing member in relation to a matter concerning a lay client the instructing member warrants that they have or will as soon as practicable:
 - 11.1 Send the lay client a copy of these Terms.
 - 11.2 Advise the lay client in writing of:
 - (a) the effect of paragraph Rule C21 of the Code of Conduct as it relevantly applies in the circumstances;
 - (b) the fact that the barrister cannot be expected to perform the functions of a solicitor or other person authorised to conduct litigation and in particular to fulfil limitation obligations, disclosure obligations and other obligations arising out of or related to the conduct of litigation;
 - (c) the fact that circumstances may require the lay client to retain a solicitor or other person authorised or other appropriate intermediary to conduct litigation at short notice and possibly during the case.
 - 11.3 Send to the lay client a copy of any advice received by the instructing member from the barrister to the effect that:
 - (a) a solicitor or other person authorised to conduct litigation or some other appropriate intermediary (as the case may be) is capable of providing any services to the lay client which the barrister is unable to provide; or
 - (b) the barrister considers it in the interests of the lay client or the interests of justice that a solicitor or other person authorised to conduct litigation or some other appropriate intermediary (as the case may be) be instructed either together with or in place of the barrister; or
 - (c) the licensed access client should instruct a solicitor or other person authorised to conduct litigation or other appropriate intermediary (as the case may be).
12. Unless otherwise agreed the barrister accepts a brief upon the understanding that they may be unavoidably prevented by a conflicting professional engagement from attending the case. The barrister shall inform the instructing member immediately there is an appreciable risk that they may not be able to undertake a brief which they have accepted. In the event that the barrister has to return a brief, they shall so far as practicable do so in sufficient time to enable another barrister to be engaged and to master the brief.

Confidentiality and publicity

13. The Barrister will keep confidential all information provided to them in connection with the Case unless:
 - 14.1.1 they are authorised by the instructing member or the lay client to disclose it;

- 14.1.2 the information is in or comes into the public domain without any breach of confidentiality on the part of the barrister; or
- 14.1.3 they are required or permitted to disclose it by law, or by any regulatory or fiscal authorities, in which case, to the extent that they are permitted to do so, they will endeavour to give the instructing member and/or the lay client as much advance notice as possible and permitted of any such required disclosure.
14. The Barrister owes the same duty of confidentiality to other clients, and will therefore not disclose or make use of any information that might be given to them in confidence in relation to any other matter without the consent of their other client, even if it is material to providing the Services.
15. Unless the instructing member expressly informs the barrister to the contrary in advance in writing, the barrister may allow the instructions to be reviewed by another barrister or by a pupil (including a mini-pupil or other person in Chambers for work experience) in chambers, on terms that that the individual in question keeps the information confidential.
16. Subject to their obligation under clause 14.1, the barrister may make and retain copies of the instructions and all documents received by them, and any written material produced by them.
17. To the extent such information is already in the public domain, the barrister may disclose in their marketing and similar materials, and to prospective clients and publishers of legal directories that they are or have been instructed by the instructing member and/or by the lay client and the nature of the matter. To the extent any such information is not already in the public domain, the barrister may only refer to it for marketing purposes in a form which sufficiently preserves the lay client's privilege and confidentiality and (where the law so requires) with the lay client's consent

Fees

18. It is the obligation of the instructing member, and of any company, firm or other body of which they are a director, partner, employee or member if they instruct the barrister in that capacity, to be responsible for the payment of the barrister's fees, whether or not the matter concerns a lay client.
19. The barrister shall be entitled to require payment of their fee at the time of accepting instructions. Otherwise, unless otherwise agreed, a fee note will be submitted after each piece of work that the barrister carries out pursuant to their instructions, and payment is due within 14 days of receipt of the fee note.
20. A brief will only be accepted by the barrister after a fee has been agreed with the instructing member.
21. In the case of instructions other than a brief it is a matter for agreement between the instructing member and the barrister or their clerk whether the fee shall be agreed before the instructions are accepted or at any later date.
22. In the event that the barrister's fees are not paid in full in accordance with the above, the fees and/or the balance thereof outstanding from time to time will carry simple interest at the stipulated rate from the date they became due until payment in full.

Papers

23. The barrister shall be entitled for the purposes of their records to retain their instructions or any papers delivered therewith or, if the instructing member should require the return of such instructions and papers, to take and retain a copy of such instructions and papers and of any written advice, and if so requested by the barrister it shall be the duty of the instructing member to supply them with and to permit them to retain for those purposes a copy of such instructions, papers or advice.
24. In any case where the barrister gives advice orally it shall be the duty of the instructing member to make a written record of that advice and to submit it the barrister for their approval as soon as is practicable and in any event by such date as the barrister may reasonably require.

Limitation of liability

25. The barrister's total liability (for loss or damage of any kind including interest and costs) is limited to the amount of their professional indemnity insurance cover at the date of starting to carry out the instructions.

Data protection

26. The barrister is a data controller and will process personal data in accordance with the client privacy notice on the Falcon Chambers website.

Appendix 1 - Rules identifying when a barrister must not accept instructions

Rule C21 of the Bar Code of Conduct

You must not accept instructions to act in a particular matter if:

- .1 due to any existing or previous instructions you are not able to fulfil your obligation to act in the best interests of the prospective client ; or*
- .2 there is a conflict of interest, or real risk of conflict of interest, between your own personal interests and the interests of the prospective client in respect of the particular matter; or*
- .3 there is a conflict of interest, or real risk of conflict of interest, between the prospective client and one or more of your former or existing clients in respect of the particular matter unless all of the clients who have an interest in the particular matter give their informed consent to your acting in such circumstances; or*
- .4 there is a real risk that information confidential to another former or existing client , or any other person to whom you owe duties of confidence, may be relevant to the matter, such that if, obliged to maintain confidentiality, you could not act in the best interests of the prospective client , and the former or existing client or person to whom you owe that duty does not give informed consent to disclosure of that confidential information; or*
- .5 your instructions seek to limit your ordinary authority or discretion in the conduct of proceedings in court ; or*
- .6 your instructions require you to act other than in accordance with law or with the provisions of this Handbook ; or*
- .7 you are not authorised and/or otherwise accredited to perform the work required by the relevant instruction ; or*
- .8 you are not competent to handle the particular matter or otherwise do not have enough experience to handle the matter; or*
- .9 you do not have enough time to deal with the particular matter, unless the circumstances are such that it would nevertheless be in the client's best interests for you to accept; or*
- .10 there is a real prospect that you are not going to be able to maintain your independence*

Rule C135 of the Bar Code of Conduct

You must not accept any instructions from a licensed access client :

- .1 unless you are able to provide the services required of you by that licensed access client ;*
- .2 if you consider it in the interests of the lay client or the interests of justice that a solicitor or other person who is authorised to conduct litigation or some other appropriate intermediary (as the case may be) be instructed either together with you or in your place*