

# The JIB Scheme

## Working Together, Making a Difference

In 2010, the then Attorney General, Baroness Scotland, announced the launch of a joint *pro bono* scheme between what was then the ILEX Pro Bono Forum and the Bar Pro Bono Unit (BPBU).

Dubbed the JIB Scheme, it facilitated the allocation of a Legal Executive volunteer to work alongside a BPBU appointed Barrister to provide additional support.

The scheme has proved of such value that it is being expanded to additional grades of CILEx membership so that even more members can help make a difference and change people's lives.



### How does the Scheme work?

In the first instance, applications for help are made to the BPBU for assessment. As part of the assessment process, a note is made of those cases where CILEx help is needed and what that help is. If the case is accepted then BPBU contacts suitable CILEx volunteers to ask for help.

### What sort of cases are they?

It is impossible to generalise as the range is so great. We support the BPBU in all the work they do which means all areas of law including criminal injuries, commercial, crime, defamation, employment, family, housing, professional negligence and planning.

The case may be before any of the courts and tribunals, including the Supreme Court, Court of Appeal, High Court, County Court, Coroners Court, Employment Tribunal, Employment Appeal Tribunal and many other tribunals and public enquiries. Help may also be needed in connection with mediation.

### What will I have to do?

Again, this can vary but you will only ever be asked to do a clearly defined piece or pieces of work in a specific case.

You will not be taking on the conduct of a case nor making an open-ended commitment.

The piece of work may be taking a witness statement, drafting a letter, preparing a schedule of loss, sorting papers, preparing a trial bundle or engaging in negotiations.

### How much time will it take?

Obviously it is impossible to predict this precisely because each case is different and the work required will vary. However, a recent survey of volunteers showed pieces of work required an average of 4.3 hours' work in total.

### How many cases will I have to do?

None. Remember you are not taking on a case, only dealing with a clearly defined piece of work. Even then, there is no obligation to accept a piece of work.

You may be too busy, the type of case may be unsuitable or there may be a conflict of interest; but you don't need to give a reason.

### I don't do litigation so this isn't for me

Not so. A good deal of the work the BPBU does is actually non-contentious but you can still help in a litigation case.

As the lead lawyer in the case is a Barrister with experience and expertise in the area of law, she will be giving the advice not you.

While background knowledge may help, it will often not be essential and your own skills will be sufficient to undertake the piece of work.

### I'm uncomfortable working in an unfamiliar area

That's fine and is an excellent reason to decline a piece of work. On the other hand, the scheme provides an excellent opportunity to experience different areas of work and be involved in interesting or important cases.

For example, volunteers have helped in a high profile inquest and an alleged doping case among others.

And, remember you are not alone but are working with a Barrister who has experience and expertise in the field.

### **Can I charge a reduced fee or claim expenses?**

No. Work allocated under the JIB Scheme must be done for no charge. If there are expenses such as a court fee then the client will need to pay that.

Expenses such as copying, telephone, postage or normal travel costs should form part of the *pro bono* service.

In very exceptional circumstances where a highly unusual expense might prevent the work being done please ask us for advice.

### **I'm employed, do I need to tell my employer?**

Strictly speaking, your involvement is entirely personal; you are the nominated helper not your firm.

You will need to take care to explain this to the client especially as it may affect your role (e.g. you may not issue proceedings unless you are authorised litigator).

You may also want to avoid using your firm's headed paper and consider creating a unique personal email address to maintain privacy and separation.

In practice though, you are likely to need to do some work during office hours and may want to use office facilities such as the photocopier.

### **To register please contact**

CILEx Pro Bono Trust  
Kempston Manor  
Kempston MK42 7AB

We strongly recommend that you explain your involvement to your employer and ensure you have their approval. We will be happy to help if there is any difficulty.

### **What about indemnity insurance?**

Professional indemnity insurance is crucial to your involvement not just to protect you from the financial implications of a claim but also to ensure a client is properly compensated in the unlikely event of something going wrong.

If you already have your own cover, then please check to ensure it will cover *pro bono* work and send us a copy for our records.

If not, we have put in place a block policy which will cover all authorised work you do through the JIB Scheme at no cost to you.

### **What should I do next?**

For the JIB Scheme to be even more effective, we need as many volunteers as possible. If you would like to consider volunteering then please contact us using the details below.

We can answer any more questions you may have and will send you the JIB Scheme application form. There is no obligation and you can withdraw from the scheme at any time.

### **Now we are CILEx why is it still the JIB Scheme?**

Er, that's enough questions for now. In any case the answer is a secret which may only be shared with registered volunteers ...

### **or email**

[corporateaffairs@cilex.org.uk](mailto:corporateaffairs@cilex.org.uk)