

## **Information Sheet for Press In regards to proceedings before the Discipline Tribunal**

The hearings of the Tribunal are usually held at the Institute of Chartered Accountants of Scotland, CA House, 21 Haymarket Yards, Edinburgh.

On arrival you will be met by a member of the Secretariat who will show you to where the Tribunal is taking place.

The Tribunal sits with a fully Qualified Legal Chairman, a CA member and a Lay member. The Tribunal Clerk is also present during the hearing to advise members but does not take part in the decision making process. There may also be on occasion a shorthand writer present who will take notes of the Tribunal proceedings.

The Tribunal hearings are usually held in public unless any party has asked for a hearing to be in private prior to the date of the hearing, and sometimes during the course of a hearing, and where this has been agreed by the Tribunal.

Where the Tribunal is considering sensitive or personal information relating to the defender or a witness they may order that the Press and Public be excluded from the proceedings. You will be asked to leave the hearing at this point until such time as the Tribunal decides to resume the hearing in an open forum.

The Tribunal usually issues an oral decision on the day the hearing concludes.

Three weeks are then allowed for an appeal to be lodged. If after three weeks no appeal is lodged the decision of the Tribunal becomes final, and if publicity is part of the decision then the decision will be published.