

Information Sheet for Tribunal Members 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 the room where the hearing will be heard.

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, or sometimes during the course of a hearing, and where this has been agreed by the Tribunal.

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.