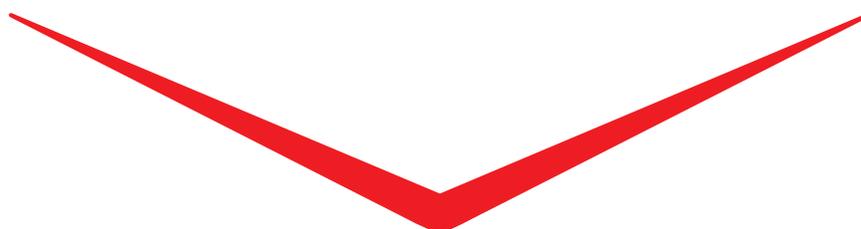


ICAEW
ANNUAL AND SPECIAL MEETINGS
TUESDAY 5 JUNE 2018

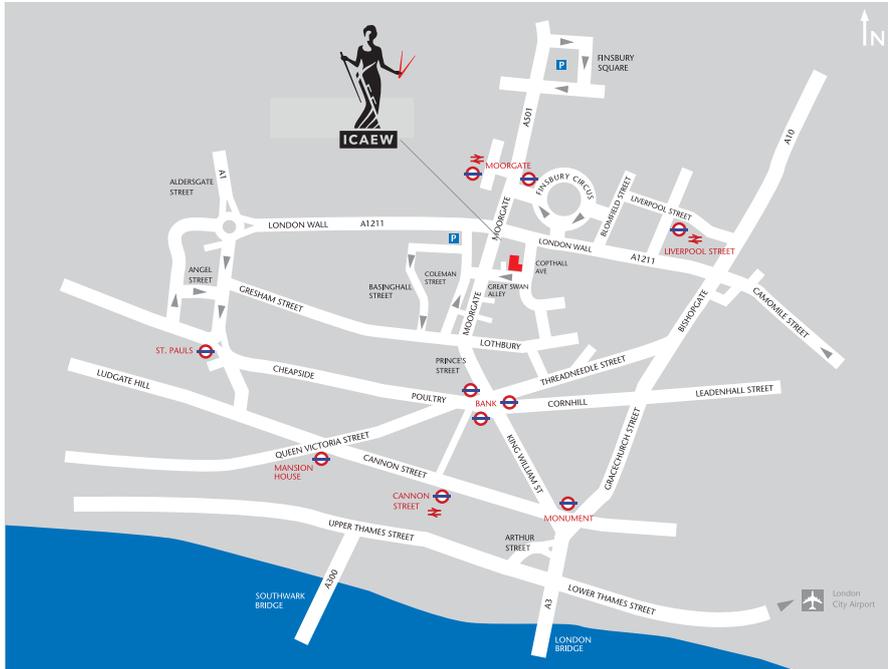


2017



Our year in review

Getting here



PUBLIC TRANSPORT

Rail

The nearest mainline stations are Moorgate and Liverpool Street.

Underground

The nearest Underground stations are Moorgate (Northern Line, Circle, Hammersmith & City, and Metropolitan) and Liverpool Street (Central, Circle, Hammersmith & City, and Metropolitan).

City Airport

Approximately eight miles from Chartered Accountants' Hall.

Parking

The nearest parking facilities are at Finsbury Square, a five-minute walk from Chartered Accountants' Hall.



DISABLED FACILITIES

Chartered Accountants' Hall has a number of facilities for members with disabilities. If you have mobility difficulties, the most suitable access is the entrance at No. 11 Cophthall Avenue.

We can provide on request a large-print version of this booklet and accompanying documentation.

Please contact the Chief Executive's Office on +44 (0)20 7920 8755 to discuss your requirements.

How you can participate

The Annual and Special Meetings will be held at:
Chartered Accountants' Hall, Moorgate Place, London EC2R 6EA UK
Tuesday 5 June 2018
The Annual Meeting will start promptly at 11:00

VOTING ARRANGEMENTS

You may appoint an office-holder as your proxy to attend and, on a poll, to vote in your place.

If you appoint a proxy, you may still attend the meeting and vote in person if you are able to be present.

We have sent you, either by post or electronically, a form of proxy for use at the annual and special meetings. If you have a registered address in the UK or in countries within the International Business Reply Scheme (IBRS), and have requested a hard copy of the proxy form, you may use the reply-paid envelope provided.

You can also vote online at icaew.com/agm. Just follow the instructions on the form.

For the proxy to be effective, you must sign the form of proxy (unless voting online) and ensure that the scrutineers receive it by no later than 11:00 on Sunday 3 June 2018.

There is a 'single vote option' if you want to vote in favour (or against) all the items of business or withhold your vote from all items. You can do this by checking just one box on the form.

We have included a 'vote withheld' preference in the form of proxy in order to comply with current corporate best practice.

SCHEDULE FOR THE MEETINGS

10:00	Registration desk opens outside the Great Hall Tea and coffee available in the Main Reception Room
11:00	The Annual Meeting starts in the Great Hall
12:30 (approx)	Buffet lunch available in the Main and Small Reception Rooms after the conclusion of the meetings

Notice of annual meeting

THE ONE-HUNDRED AND THIRTY-SEVENTH ANNUAL MEETING OF ICAEW will be held at 11:00 on Tuesday 5 June 2018 at Chartered Accountants' Hall, Moorgate Place, London EC2R 6EA in order:

AS ORDINARY BUSINESS TO:

1. receive and consider the annual report of the Council and the accounts of ICAEW for the year ended 31 December 2017 with the auditors' report thereon; and
2. appoint the auditors and agree, or provide for agreement of, their remuneration.

AND ADDITIONALLY:

- A. to receive a report, in accordance with Principal Byelaw 36 (c) of co-options to the Council (see Annex A to this Notice, page 4)
- B. to receive a report of appointments ex officio to the Council (see Annex B to this Notice, page 5); and
- C. to receive a report of elections to the Council (see Annex C to this Notice, page 5).

Please support these routine matters.



MICHAEL D M IZZA FCA
Chief Executive
3 May 2018

NOTES

1. The full financial statements are published at icaew.com/review. If you would like a hard copy, please email fullaccounts@icaew.com, or write to Andrew Fagg, Finance Director.
2. The firm of haysmacintyre is nominated for re-appointment. It will be proposed that the Council be authorised to agree their remuneration.

ANNEX A

REPORT OF CO-OPTIONS TO COUNCIL

Since the annual meeting in June 2017, the following members have been co-opted to Council. Their terms end with effect from the conclusion of the annual meeting in 2019:

- Vincenzo Leporiere BA (Hons) ACA MIRS
- Martin Muirhead FCA
- Harry Pampiglione ACA
- Juan Watterson BA, FCA, CMgr, FCMI, SHK

The Council has co-opted the following members with effect from the conclusion of this annual meeting, for a term of two years except where shown:

- Edward Chow BA, FCA (one year)
- Jessica Bernardez BA, ACA

Since the annual meeting in June 2017, the co-option of the following members has ended:

- Paul Etherington BSc, FCA, CF
- Robert Mann ACA

The co-option of the following member ends with effect from the conclusion of this annual meeting:

- Mark Fong

The terms of co-option of the following members of Council end with effect from the conclusion of this annual meeting and have been renewed by the Council for a further term of two years:

- Kathryn Cearns OBE BA (Hons) FCA, FCCA
- Noel Clehane FCA
- Jeffrey Unerman PhD, MSc, BA, FCA, FCPA

The term of co-option of the following member of Council ends with effect from the conclusion of this annual meeting and has been renewed by the Council for the period between the conclusion of this annual meeting until his formal election as Vice-President at the Council meeting on 6 June:

- David Matthews BSc, CA

A report of any further co-options, or of those which have ended since the publication of this document, will be made at the meeting.

ANNEX B

REPORT OF APPOINTMENTS TO COUNCIL EX OFFICIO

Since the annual meeting in June 2017, the following member has been appointed ex officio to Council:

- Fiona Wilkinson BA, FCA, ICAEW Vice-President

The term of appointment ex officio of the following members of the Council ends with effect from the conclusion of this annual meeting:

- Andrew N Ratcliffe MA FCA, ICAEW Past-President
- Jessica Bernardez BA ACA, ICAEW Student Council Representative

A report of any further appointments ex officio, or of those which have ended since the publication of this document, will be made at the meeting.

ANNEX C

REPORT OF ELECTIONS TO COUNCIL

Since the annual meeting in June 2017, the following members have been elected to Council:

Constituency	Elected
South Western	Caroline Smale FCA
Humberstone & District	Peter Duffield LLB FCA
South Wales	Carol Warburton BSc(Econ) FCA

A report of any further elections to Council will be made at the meeting.

Notice of special meeting

A special meeting of ICAEW will be held at 11:00 on Tuesday 5 June 2018 at Chartered Accountants' Hall, Moorgate Place, London EC2R 6EA or at the conclusion or adjournment of the annual meeting convened for the same day and at the same place. The purpose of the special meeting is to consider and, if thought fit, to pass the resolutions set out on pages 6-13 of this booklet.

Your Council supports all the items of business. Please vote in favour. We need your support.



MICHAEL D M IZZA FCA

Chief Executive
3 May 2018

NOTES

1. Resolution No.1, to be effective, must be passed by a majority of members voting (in person or by proxy) on a poll taken in such manner as the chair directs.
2. Resolutions Nos. 2-13, to be effective, must be passed by a majority of not less than two-thirds of members voting (in person or by proxy) on a poll taken in such manner as the chair directs.

Resolutions

RESOLUTION 1: FEES AND SUBSCRIPTIONS 2019

That the admission fees, annual subscriptions and practising certificate fees be increased with effect from 1 January 2019 to the following rates:

	Rate from 1 January 2019	Existing rate
Annual subscription		
All members	£375	£365
Practising certificate fees		
Members residing in the UK or Europe	£175	£171
Members not residing in the UK or Europe	£81	£79
Admission fee		
Members residing in the UK or Europe	£600	£656
Members not residing in the UK or Europe	£300	£328

WE ARE ASKING YOU TO

approve proposals for the 2019 fees and subscriptions, as detailed above.

WHY

Council has taken account of the strategic development of ICAEW in a competitive environment where it continues to serve the public interest. It has also noted increases in regulatory costs which are unavoidable and are materially impacting on operations. Council therefore asks you to support the new rates.

RESOLUTION 2: LIABILITY TO DISCIPLINARY ACTION

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 4.1 and 5.1. [Note: amendments to the DBLs are highlighted in blue]

WE ARE ASKING YOU TO

approve changes to the main Disciplinary Bye-laws (DBLs) governing the liability of individuals and firms to disciplinary action.

WHY

The DBLs have been updated to refer to the more commonly understood concepts of 'misconduct' and 'professional incompetence'. The changes follow Leading Counsel's advice and are consistent with the charging provisions used in most other disciplinary frameworks, and are intended to remove ambiguity around the use of the term 'discredit' as a test for liability to disciplinary action without reducing or increasing the threshold for liability. Clarifying the threshold will benefit respondents/respondent firms and their representatives, as well as others involved in the disciplinary process.

RESOLUTION 3: TIME LIMITS FOR THE ACCEPTANCE OF COMPLAINTS

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 9.1, 9.3, 9.6-9.10. [Note: amendments to the DBLs are highlighted in blue]

WE ARE ASKING YOU TO

approve amendments to DBL 9 to incorporate in the DBLs a time limit for the acceptance of 'historic' complaints for investigation, which may be waived in exceptional circumstances.

WHY

With no current cut-off for the investigation of complaints, there is a risk that members could be subject to investigation for work carried out many years ago when documents have not been retained and memories are impaired. This creates a risk to a fair hearing. It can also be extremely difficult to investigate complaints relating to conduct which occurred years before and can take up a lot of staff time. The introduction of a cut-off brings ICAEW into line with the policies adopted by other regulators.

RESOLUTION 4: PROHIBITION ON CHARGING FOR HANDLING COMPLAINTS

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 10.8 and 11.2A. [Note: amendments to the DBLs are highlighted in blue]

WE ARE ASKING YOU TO

approve the insertion of two new DBLs to confirm that firms shall not, subject to one limited exception, charge complainants for time spent in dealing with complaints, whether raised with ICAEW or directly with the firm.

WHY

The ICAEW Regulatory Board considered that there was a need for a general prohibition on charging clients for the time spent in investigating complaints about the quality of work, save for one exception. It is considered that this amendment will not impact the vast majority of firms which do not charge for investigating complaints. The proposed changes clarify firms' obligations in complaints-handling and will promote public confidence that matters will be dealt with fairly by all ICAEW member firms.

RESOLUTION 5: GROUNDS OF APPEAL

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 26.2, 26.4 and 26.5. [Note: amendments to the DBLs are highlighted in blue]

WE ARE ASKING YOU TO

approve the insertion of new DBLs specifying the circumstances in which respondents/respondent firms may appeal against decisions of disciplinary tribunals in relation to findings, sanctions or costs, and the circumstances in which those grounds may be amended.

WHY

The amendments are being made at the request of our main oversight regulator, the Financial Reporting Council (FRC), which has criticised the lack of defined grounds. Specifying the grounds on which respondents/respondent firms may appeal in the DBLs will streamline the disciplinary process and is consistent with the procedure adopted in most other disciplinary and regulatory frameworks.

RESOLUTION 6: LIMITED RIGHT OF APPEAL BY THE INVESTIGATION COMMITTEE AGAINST DECISIONS OF DISCIPLINARY TRIBUNALS

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 25.1-25.5, 26.1, 26.7-26.8, 26A.1-26A.8, 27.1, 29.1, 29.3, 32.1, 33.2-33.3, 35.4 and 48.3. [Note: amendments to the DBLs are highlighted in blue]

Please note current DBLs 26.3 and 26.6 will be deleted and that the existing paragraphs 2 and 5 of the bye-law will be re-numbered.

WE ARE ASKING YOU TO

approve the insertion of a new DBL to enable the Investigation Committee to appeal decisions of disciplinary tribunals to dismiss complaints in limited and exceptional circumstances; and approve other consequential amendments arising from this amendment concerning:

- the time when orders of disciplinary tribunals take effect;
- the timescales for appeal for both parties;
- and the timescales for payment of fines and costs by respondents/respondent firms.

WHY

Oversight regulators have concerns that ICAEW's Investigation Committee does not have any right of appeal even in the face of a perverse decision by a Disciplinary Tribunal where an appeal is in the public interest and is necessary to uphold the integrity of ICAEW's disciplinary and/or regulatory function. A number of other professional regulators have a right of appeal including other accountancy regulators. A series of safeguards have been built into the draft DBL so it is expected that this power will be rarely used by the Investigation Committee and only in exceptional circumstances. The proposed change will increase public confidence in ICAEW's disciplinary framework and the value of the ICAEW brand.

RESOLUTION 7: THRESHOLD FOR COSTS AGAINST ICAEW IN DISCIPLINARY PROCEEDINGS

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 33.1A, 33.1B and 33.6-33.6C. [Note: amendments to the DBLs are highlighted in blue]

WE ARE ASKING YOU TO

approve an amendment to the criteria by which costs awards may be made against ICAEW in disciplinary proceedings where complaints are found to be unproved.

WHY

The absolute discretion to award costs against ICAEW does not reflect the current view of the Courts, which have ruled that costs awards should only be made against regulators in exceptional circumstances, for example where proceedings have been brought in bad faith or have been very poorly handled resulting in increased cost for the respondent. This is due to public policy reasons as it is considered that regulators should not be deterred from bringing disciplinary proceedings due to a concern about the adverse costs risk. DBL 33 is proposed to be amended to reflect the current law and to reflect the position in a number of other regulatory frameworks, including the FRC's Accountancy Scheme.

However, it is proposed that disciplinary tribunals and appeal panels should continue to retain an absolute discretion, in cases where complaints are dismissed, to make costs orders up to the amount as prescribed from time to time in the Disciplinary Committee Regulations and the Appeal Committee Regulations. The ICAEW Regulatory Board has agreed that, initially, this shall be £25,000 in total (which would more than cover the costs incurred by most members and firms appearing before a Disciplinary Tribunal) and the Disciplinary Committee and Appeal Committee Regulations will be amended to reflect this amount at the time the amended bye-laws take effect. This cap will be kept under review by the Regulatory Board. This continued discretion puts members in a better position than the current position adopted by the Courts and adopted by other professional regulators. Above £25,000 (or such other amount as may be prescribed in regulation) costs orders against ICAEW will only be possible in exceptional circumstances, as reflects current case law. This will limit the risk of ICAEW having significant costs awards made against it in relation to major cases where ICAEW has acted reasonably and where payment of significant costs awards might have to be recouped by future increases to regulatory fees.

Special costs rules will apply in any future cases where appeals are brought by the Investigation Committee against decisions of disciplinary tribunals to dismiss complaints.

RESOLUTION 8: INVESTIGATION COMMITTEE'S POWER TO MAKE PUBLIC STATEMENTS

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBL 36.1. [Note: amendments to the DBL are highlighted in blue]

Please note that paragraph (b) of DBL 36.2 will be deleted as a consequence of the amendments to DBL 36.1.

WE ARE ASKING YOU TO

approve an update to DBL 36.1 and make other consequential changes concerning the circumstances in which the Investigation Committee can make public statements about complaints and other matters.

WHY

While the Investigation Committee already has the right to pass public comment, the amendment to DBL 36.1 clarifies the circumstances in which the Investigation Committee can make public statements about the way in which ICAEW has handled a complaint, which will support public confidence in ICAEW's disciplinary and statutory function. This is considered particularly important given that ICAEW is dealing with an increasing number of 'public interest' cases which may already be the subject of media comment.

RESOLUTION 9: MISCELLANEOUS AMENDMENTS TO THE DISCIPLINARY BYE-LAWS

That the Disciplinary Bye-laws (DBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

The changes are detailed in the Appendix: DBLs 1.1, 1.2, 1.5, 1.5A, 1.6, 1.7, 5.2, 6.1, 6.2, 6A.4, 7.2-7.4, 7.7, 9.3, 10.1-10.7, 11.1-11.2, 11.3-11.5, 12.1-12.3, 12A.1, 12A.3, 12B, 13.1, 14.1, 14A.2-14A.3, 14A.6, 15.1-15.2, 15.5-15.7, 16.1-16.2, 16.4, 16.6, 16.9-16.10, 16A.1-16A.2, 16A.4, 16A.6-16A.7, 17.1-17.5, 18.1-18.5, 19.1-19.5, 20.1-20.5, 21.1, 22.1-22.9, 22.11, 23.1-23.2, 24.1-24.2, 24.4, 24.6, 24A.1, 24A.5, 25.1-25.2, 25.5, 25.6, 26.1, 26.3-26.4, 26.6-26.9, 27.1-27.2, 28.1-28.6, 29.1-29.2, 30.1, 31.2, 31.4, 31.6, 32.1-32.2, 32.4-32.5, 33.1-33.1A, 33.3-33.6, 33.8-33.9, 34B, 35.2-35.3, 36.1, 36.5-36.6, 37.1-37.17, 38.1-38.7, 39.1-39.8, 40.1-40.7, 41.1-41.7, 42.1, 43.1-43.10, 44.1-44.7, 45.1-45.3, 46.1-46.5, 47.1-47.11, 48.1-48.6, 49.1-49.6. Schedule to the DBLs: 1.3, 1.4, 2.4-2.6, 3.3, 4.3, 4.5, 5.5, 6.1, 6.3 and 6.4.

The changes have resulted in the renumbering of the current DBLs and the numbers above refer to the new numbers. [Note: amendments to the DBLs are highlighted in blue]

Please note current DBLs 37.1-37.9 and paragraphs 1.3-1.4 in the Schedule to the DBLs will be deleted.

WE ARE ASKING YOU TO

approve various minor changes and technical drafting amendments to the DBLs to:

- update DBLs 7.2, 7.3 and 7.4 to enable the Professional Conduct Department (PCD) to rely on, as proof of certain matters for the purposes of disciplinary proceedings:
 - (dishonest tax adviser) conduct notices issued under Schedule 38 of the Finance Act 2012; and
 - findings of fact in civil or criminal proceedings, regardless of whether the respondent/respondent firm was a party to those proceedings;
- clarify in DBL 9.3 that multiple complaints may be brought against a respondent/respondent firm arising from the same facts or matters and update references to 'complaint' and 'formal complaint' generally throughout the DBLs;
- approve the insertion of a new DBL 10.7 which concerns the duty on respondents and respondent firms (and other persons or bodies subject to the DBLs) to co-operate with the Investigation Committee and head of staff in discharging their functions under the DBLs;
- approve amendments to DBL 13.1 which governs the power of the Investigation Committee to call for information and documentation when investigating complaints;
- clarify the process to apply in dealing with certain minor complaints by way of fixed penalty;
- clarify the powers of the Investigation Committee in cases where it finds that a complaint or complaints disclose a prima facie case;
- clarify the powers of disciplinary tribunals in cases concerning Provisional Foundation Qualification Holders and CFAB students;

- enable the independent PCD Committee Secretary to carry out certain functions under the DBLs;
- clarify the process to apply and powers of the Appeal Panel where complaints are pleaded in the alternative and comprise different parts;
- update the commencement and transitional provisions;
- clarify the process to apply in fitness cases;
- update the Schedule to the DBLs to enable members of other disciplinary committees, to be co-opted by the Disciplinary, Appeal and Fitness Committees to hear cases;
- update the Schedule to clarify that members of the Investigation Committee, Disciplinary Committee and Appeal Committee will be remunerated in accordance with the payment policies as approved and revised by the ICAEW Regulatory Board from time to time;
- clarify in the DBLs that the Fitness Committee, like the disciplinary committees, may make its own regulations, provided these regulations are not inconsistent with the DBLs;
- update terminology and definitions; and
- correct typographical errors and update numbering and cross-references.

WHY

These changes are proposed to make the disciplinary process more efficient and to reduce cost and delay. Some minor changes are also being made for completeness and to make the format of the DBLs more logical and coherent.

RESOLUTION 10: AMENDMENTS TO OUR CHARTER

In the Supplemental Charter, amend the Objects and Powers to amend the wording for designatory letters used in connection with any scheme for granting diplomas, certificates or other awards so that it reads as follows [Note: amendments to the Charter are highlighted in blue]:

CHARTER (SUPPLEMENTAL CHARTER SECTION 1(B) PARA (VII))

to organise, finance and maintain schemes for the granting of diplomas, certificates and other awards (with or without prior examination) with a view to promoting the principal objects of the Institute and to provide, if it thinks fit (whether in such scheme or otherwise) and subject to payment of such fee, subscription or other sums as may be prescribed by or pursuant to the bye-laws of the Institute, for the use of designatory letters by persons granted such diplomas, certificates and awards; provided always that no such scheme shall become operative unless and until it shall have been approved by the Council of the Institute (in this Our Supplemental Charter referred to as 'the Council') **and that any designation that includes the use of the term 'chartered' and any designatory letters associated with such a designation shall be used in connection with any such scheme only if approved by the Lords of Our Most Honourable Privy Council;** and provided also that no member shall in any circumstances be obliged to participate in any such scheme;

WE ARE ASKING YOU TO

approve some changes to our Royal Charter.

WHY

This amendment will enable ICAEW to use designatory letters for awards without the requirement for Privy Council approval, in so far as the designation does not include the term 'chartered'.

RESOLUTION 11: COUNCIL MEMBER RESIGNATIONS

That the Principal Bye-laws (PBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of Her Majesty's Privy Council may determine.

In Principal Bye-law 38 amend the process by which a member of Council tenders his/her resignation as follows [Note: amendments to the PBL are highlighted in blue]:

Resignation of Council Members

38 A member of the Council may tender his resignation of office by notice **to the Chair of Council.**

WE ARE ASKING YOU TO

approve a change to PBL 38 in regard to the process by which a member of Council may tender their resignation.

WHY

The current requirement for resignations by Council members to be accepted by Council often results in a delay in the resultant vacancy being filled, as Council only meets four times per annum. By enabling members to tender their resignation to the Chair, it will speed up the process and enable the resultant vacancy to be filled more quickly.

RESOLUTION 12: NOTICES AND SUSPENSION OF POSTAL SERVICES

That the Principal Bye-laws (PBLs) be amended with effect from 1 October 2018 or such other later date as the Lords of her Majesty's Privy Council may determine.

Amend Principal Bye-laws 67 and 68 as follows [Note: amendments to the PBLs are highlighted in blue]:

Notices

67

- (a) Any communication required to be given for the purposes of these bye-laws shall be in writing.
- (b) Deleted
- (c) Any communication with members shall be delivered electronically, by hand or by post addressed to them at their registered address. Delivery shall be deemed to have occurred i) for electronic communication, when sent and/or published; ii) by hand, when delivered; and iii) by post, 48 hours after posting.
- (d) Deleted
- (e) Deleted
- (f) A communication may be delivered electronically by the Institute to a member who has provided an email address unless the member has explicitly requested otherwise.
- (g) (i) Deleted
(ii) Deleted
- (h) Deleted
- (i) A communication is validly delivered by the Institute if it is made available on a website.
- (j) Deleted
- (k) Deleted
- (l) Deleted
- (m) A communication to be delivered via a website must be made available in a form that will enable the member to:
 - (i) read it; and
 - (ii) keep a copy of it.
- (n) Deleted
- (o) The Institute must tell the intended recipient:
 - (i) that the communication is on the website;
 - (ii) Deleted
 - (iii) Deleted
 - (iv) how to access the communication.
- (p) Deleted
- (q) The Institute must make the communication available on the website throughout:
 - (i) the period specified by any provision of the Supplemental Charter, the Principal Bye-laws or any regulation, or 28 days from the date on which the notification is sent to the member(s).
 - (ii)

- (r) A failure to make any communication available on a website throughout the period shall be disregarded if:
 - (i) it is made available on the website for part of that period, and
 - (ii) the failure to make it available throughout that period is wholly attributable to circumstances outside the Institute's control.
- (s) Deleted
- (t) Deleted
- (u) The Institute may notify members in writing of an address to which they can send Institute related communications.
- (v) In accordance with data protection legislation, the lawful basis for the Institute to contact members is legitimate interest.

Suspension of postal services

68 If at any time there is a suspension of postal services and the Institute is unable to give hard copy notice by post of a meeting of members such notice shall be deemed to have been given to all members entitled to receive it if such notice is made available on a website until the conclusion of the meeting or any adjournment thereof. In any case, ICAEW shall send confirmatory copies of the notice by post to such members if the posting of notices to addresses becomes practicable at least seven days before the meeting.

WE ARE ASKING YOU TO

approve this resolution to amend PBLs 67 and 68 to streamline and modernise the language in the Principal Bye-laws in relation to member notices and communication channels.

WHY

It is important to periodically review our bye-laws pertaining to member communications, to ensure they are clear in their interpretation. ICAEW's Principal Bye-laws currently contain certain provisions relating to the communication channels we may use for the supply of any documents required to accompany or be circulated with a notice of meeting. The current bye-laws are overly prescriptive in this respect. The amendments to bye-law 67 seek to modernise the language, making them clearer for members to read.

We have also added, in light of the General Data Protection Regulation, a new bye-law to clarify that we will continue to only send you communications that as a member you would legitimately expect to receive from us.

The removal of a specific reference to the UK in relation to bye-law 68 is also proposed in recognition that ICAEW sends notices to members globally.

RESOLUTION 13: PRIVY COUNCIL ALLOWANCE

That the Council be empowered to accept any alteration of, or addition to, the foregoing resolutions which may be required by the Lords of Her Majesty's Most Honourable Privy Council as a condition precedent to the allowance of the proposals provided for by such resolutions.

WE ARE ASKING YOU TO

approve this standard resolution.

WHY

This resolution enables us to avoid unnecessary bureaucracy and keep costs to the minimum. We have to submit the changes to the Charter and bye-laws agreed by members to HM Privy Council for approval. Occasionally, the Privy Council requires small changes of detail. This standard resolution allows us to accept these changes without calling a further special meeting of members.

Appendix: Amendments to the Disciplinary Bye-laws

PRELIMINARY

Citation, interpretation and service of documents

- 1.1 These bye-laws may be cited as the Disciplinary Bye-laws of the Institute of Chartered Accountants in England and Wales. [They came into force on 1 September 1998 and were last amended on 1 October 2018](#).
- 1.2 In these bye-laws, unless the context otherwise requires
- Appeal Committee** means the Appeal Committee appointed under the Schedule to these bye-laws;
- authorised firm** means a firm regulated by [ICAEW](#) in its capacity as
- a designated professional body under the Financial Services and Markets Act 2000, or
 - an approved regulator and licensing authority under the Legal Services Act 2007, or
 - in any comparable capacity under any legislation, wherever in force, for the time being designated in regulations;
- bye-laws** means all the bye-laws of [ICAEW](#) for the time being in force;
- CFAB student** is someone who is registered to study for ICAEW CFAB and no more than three years have elapsed since the date of the last attempt at a CFAB examination.
- complainant**, except in bye-laws 24A and 34B, in relation to a complaint or formal complaint, means any of the following persons
- the person who under bye-law 9.1 brought to the attention of, or reported to, the head of staff any of the facts and matters which constitute a complaint or complaints;
 - any person, who, before the Investigation Committee has under bye-law 15 decided whether in its opinion the complaint discloses, or the complaints disclose, a prima facie case, has made written representations to the head of staff on any of those facts and matters; and
 - if the person mentioned in paragraph (a) of this definition, being an individual, dies before the complaint or complaints have been finally disposed of under these bye-laws, his personal representative.
- complaint**, except in bye-law 11, has the meaning given by bye-law 9.3;

contracted firm means a sole practice, partnership, limited liability partnership or a body corporate which is not a member firm but which has contracted with ICAEW to be subject to ICAEW disciplinary bye-laws and/or to the ICAEW Code of Ethics;

Council means the Council of [ICAEW](#);

director (save in paragraph (a) of the definition of member firm below) includes a member of a limited liability partnership;

Disciplinary Committee means the Disciplinary Committee appointed under the Schedule to these bye-laws;

disciplinary record, in relation to any person or body, comprises all orders, findings, fines and penalties to which he has at any time been subject, being orders, findings, fines or penalties of any description prescribed for the purposes of this definition by regulations;

firm means:

- a body corporate or partnership including a limited liability partnership which is wholly or partly composed of members engaged in public practice or was so composed at, or at any time since, the relevant time;
- a member who is engaged in public practice as a sole practitioner or was so engaged at, or at any time since, the relevant time; or
- a person or body who was a regulated firm at the relevant time;

and in this definition, the relevant time means the time relevant to any facts or matters which under bye-law 9 have been reported to the head of staff, or have been brought or come to his attention, as indicating a possible liability to disciplinary action;

Fitness Committee means the Fitness Committee appointed under the Schedule to these bye-laws;

Fitness Panel means a panel of the Fitness Committee;

formal complaint means any complaint preferred by the Investigation Committee in whole or in part to the Disciplinary Committee under bye-law 15, and in relation to a tribunal means the formal complaint which the tribunal was appointed to hear;

Foundation Qualification Holder is someone who holds the ICAEW Foundation Qualification and is registered to use the relevant designatory letters;

head of staff means the person appointed under Principal Bye-law 50;

hearing, in relation to a formal complaint or formal complaints, a referral or an appeal, includes the making of any finding or order on or in connection with the complaint or complaints, referral or appeal, and also includes a re-hearing;

ICAEW means the Institute of Chartered Accountants in England and Wales;

insolvency licence means an authorisation issued by [ICAEW](#) to a member pursuant to the Insolvency Act 1986 or the Insolvency (Northern Ireland) Order 1989 (as from time to time amended) as a precondition to the member acting as an insolvency practitioner;

interim review hearing means a hearing to review an order made under DBL 40, and in accordance with DBLs 42, 43, 44 and 45, which is held as the result of a

respondent's application for a review of a decision made by a **Fitness Panel**, occurring before the expiration of the 'recommended period';

Investigation Committee means the Investigation Committee appointed under the Schedule to these bye-laws;

Investigation and discipline scheme means any scheme in which ICAEW participates pursuant to articles 1(b)(viiA), 1(b)(viiiA), or 1(b)(xi) of the Supplemental Charter;

lay member means someone who is not and never has been a member, affiliate or employee of ICAEW or any other accountancy body. Furthermore, solicitors and those with legal training will not be regarded as lay members for the determination of any complaint about legal services work in the Review Committee, the Investigation Committee, the Disciplinary Committee and the Appeal Committee;

legal services work comprises any work that is considered under the jurisdiction of the Legal Ombudsman under the definitions set out by the ombudsman in accordance with section 164(10) of the Legal Services Act 2007;

member means a member of ICAEW and membership shall be construed accordingly;

member firm means

- a. a member engaged in public practice as a sole practitioner; or
- b. a partnership engaged in public practice of which more than 50 per cent of the rights to vote on all, or substantially all, matters of substance at meetings of the partnership are held by members; or
- c. a limited liability partnership engaged in public practice of which more than 50 per cent of the rights to vote on all, or substantially all, matters of substance at meetings of the partnership are held by members; or
- d. any body corporate (other than a limited liability partnership) engaged in public practice of which:
 - i. 50 per cent or more of the directors are members; and
 - ii. more than 50 per cent of the nominal value of the voting shares is held by members; and
 - iii. more than 50 per cent of the aggregate in nominal value of the voting and non-voting shares is held by members;

notice means notice in writing;

order includes a finding;

panel (except in bye-law 26) means a panel appointed under bye-law 27.1 to hear an appeal;

PCD Committee Secretary means the Professional Conduct Department (PCD) Committee Secretary appointed to that role by the head of staff;

physical or mental health includes bodily or mental ill health, disability and any mental or behavioural disorder included in the International Classification of Diseases (ICD-10 Classification of Mental and Behavioural disorders) produced by the World Health Organisation and includes an episodic or relapsing condition which is in remission;

practice and **public practice** mean practice as a public accountant in any part of the world otherwise than as an employee, subject however to any regulations made pursuant to bye-law 51.b of the Principal Bye-laws and to any other guidance issued by the Council;

practising certificate means a certificate issued to a member authorising him to engage in public practice;

prima facie case means a prima facie case for disciplinary action under these bye-laws;

principal means a sole practitioner, a partner in a partnership or a director of a body corporate;

Principal Bye-laws means the Principal Bye-laws of ICAEW;

Provisional Foundation Qualification Holder is someone who is registered to study for the ICAEW Foundation Qualification.

provisional member means a person who has not been admitted to full membership of ICAEW and;

- a. is registered with ICAEW as an ACA student; or
- b. is registered with ICAEW under a training agreement with an Authorised Training Employer or an Authorised Training Principal; or
- c. has attempted an ACA examination and no more than three years have elapsed since the date of the last attempt at an ACA examination; or
- d. was registered with ICAEW under a training agreement with an Authorised Training Employer or an Authorised Training Principal and no more than three years have elapsed since the training agreement was completed or cancelled; or
- e. has applied for ICAEW membership outside the period allowed under the regulations and the application has not been finally determined.

recommended period means the period set down by a Fitness Panel as the period before the expiry of which no interim review application can be made;

registered address means:

- a. in the case of a member in practice or a firm, the place of business registered by the member or firm with ICAEW or, if more than one place of business is so registered, the one registered as the principal place of business;
- b. in the case of a member not in practice, provisional member, foundation qualification holder, provisional foundation qualification holder or a CFAB student, the address registered by him with ICAEW;
- c. in the case of a former member, former foundation qualification holder, former member firm, former regulated firm or former firm the latest address registered with or notified to ICAEW by the person or body in question.

registered auditor means a firm registered as a registered auditor at the instance of ICAEW (in its capacity as a recognised supervisory body under the Companies Act 2006 and the Local Audit & Accountability Act 2014 and as a recognised accountancy body and prescribed accountancy body under the Irish Companies Act 2014 or in any comparable capacity under any legislation, wherever in force, for the time being designated in regulations);

regulated firm means an authorised firm or a registered auditor;

regulations means regulations made by the Council or any committee or sub-committee under clause 16 of the Supplemental Charter (power to make regulations) and for the time being in force;

relevant authority means a body which authorises ICAEW to act as a regulator or to exercise any regulatory or disciplinary function.

representative, in relation to the **respondent/ respondent firm** in any proceedings under these bye-laws, means:

- a. a barrister, solicitor or member appointed by him to represent him in those proceedings; or
- b. any person permitted under regulations to represent him in those proceedings, and represented shall be construed accordingly;

respondent means any member, provisional member, foundation qualification holder, provisional foundation qualification holder and CFAB student who is subject to ICAEW Disciplinary bye-laws;

respondent firm means a member firm, **regulated firm** or a contracted firm which is subject to ICAEW Disciplinary bye-laws;

reviewer of complaints means a person appointed as a reviewer of complaints under paragraph 5 of the Schedule to these bye-laws;

review hearing means a hearing to review an order made under DBL 40, and in accordance with DBLs 44 and 46, which is held as a result of a direction of a **Fitness Panel** under DBL 40.4;

training contract means a contract of approved training registered with ICAEW and in such form and containing such provisions as may be prescribed in regulations, made between a candidate for membership and the person or firm at or from whose office the approved training is to be given;

tribunal means a tribunal appointed under bye-laws 19.1 to hear **one or more formal complaints**;

United Kingdom includes the Channel Islands and the Isle of Man;

written referral means a referral made under DBL 37.1 or 37.2.

- 1.3 The Interpretation Act 1978 applies to these **bye-laws** in the same way as it applies to an enactment
- 1.4 In these **bye-laws**, unless the context otherwise requires
 - a. words importing the masculine gender include the neuter (as well as, by virtue of the Interpretation Act 1978 as applied by paragraph 3, the feminine);
 - b. words importing the neuter gender include both the masculine and the feminine;
 - c. any reference to a numbered **bye-law** is a reference to the **bye-law** so numbered among these **bye-laws**;
 - d. any reference within any of these **bye-laws** to a numbered paragraph is a reference to the paragraph so numbered of that **bye-law**.
- 1.5 In these **bye-laws**
 - a. references to the date of an order made by the **Investigation Committee** under **bye-law 16** (consent orders) or **bye-law 16A** (cautions) refer to the date on which the order was signed on

- b. references to the date of an **order** made by a **tribunal** or **panel** refer to the date on which the **order** was announced at the **hearing** of the **formal complaint** or **formal complaints** or the appeal in question;
- c. references to the date of an **order** made by the **Investigation Committee** under **bye-law 30** (intervention orders) refer to the date on which the Committee decided to make the **order**.

- 1.5A For the purposes of these **bye-laws**:
 - a. the liability of a person or body to disciplinary action under these **bye-laws** on a **complaint** or **complaints**, whether the **complaint** or **complaints** came to the attention of the **head of staff** before or after the amendment of these **bye-laws**, is to be determined in accordance with the provisions of the **bye-laws** and **regulations** in force at the time when the facts or matters complained of occurred; but
 - b. with the exception of **bye-laws 4, 5, 6 and 6A**, all disciplinary proceedings under these **bye-laws** are to be conducted in accordance with the provisions of the **bye-laws** and **regulations** in force at the time of the proceedings.
- 1.6 Any **notice** or other document required to be served for the purposes of these **bye-laws** on a **respondent** or a **respondent firm** may be sent by pre-paid post addressed to him at his **registered address** or, if none, at his last known or usual place of residence or business or may be sent by electronic mail where the **respondent** or the **respondent firm** agrees to receive notifications in this way.
- 1.7 Any **notice** or other document required to be served on the **head of staff** for the purposes of these **bye-laws** may be sent by pre-paid post addressed to the **head of staff** at the **ICAEW's** principal London address for the time being or such other address of **ICAEW** as may be prescribed by **regulations** or may be sent by electronic mail to an address at which the **head of staff** has agreed to receive **notices** and documents under these **bye-laws**.
- 1.8 Service of a document sent as mentioned in paragraphs 6 or 7 shall be deemed to have been effected at the end of 48 hours from the time of posting; and in proving that a document was so sent it shall be sufficient to prove that the cover containing it was properly addressed, stamped and posted. Service of a document served by electronic mail shall be deemed to be served at 09:00 on the next business day following that on which it was transmitted.
- 1.9 **Regulations** may change, supplement or disapply any part of these **bye-laws** in specified cases or classes of case in pursuance of any provision of or made under any Act.

Constitution of Investigation, Disciplinary, Appeal and Fitness Committees, and appointment of reviewers of complaints

- 2 The Schedule to these **bye-laws** shall have effect with respect to the constitution of the **Investigation, Disciplinary, Appeal** and **Fitness Committees** and the appointment of **reviewers of complaints**.

LIABILITY TO DISCIPLINARY ACTION

Application of investigation and discipline schemes

3 An *investigation and discipline scheme* shall apply to all *members, provisional members, foundation qualification holders, provisional foundation qualification holders, CFAB students, member firms* and *contracted firms* in accordance with the terms of that scheme and these *bye-laws*.

Liability of members, provisional members, foundation qualification holders, provisional foundation qualification holders and CFAB students to disciplinary action

4.1 A *member, provisional member, foundation qualification holder, provisional foundation qualification holder* or *CFAB student* (all referred to in these *bye-laws* as '*respondents*') shall be liable to disciplinary action under these *bye-laws* in any of the following cases, whether or not he was a *member, provisional member, foundation qualification holder, provisional foundation qualification holder* or *CFAB student* at the time of the occurrence giving rise to that liability:

- a. if he has committed misconduct; by committing any act or default, whether in the course of carrying out professional work or otherwise, likely to bring discredit on himself, *ICAEW* or the profession of accountancy, or so as to fall significantly short of the standards reasonably expected of a *member, provisional member, foundation qualification holder, provisional foundation qualification holder* or *CFAB student*;
- b. if he has demonstrated professional incompetence; by performing professional work, whether as a principal, director, employee or as an individual, incompetently, to such an extent, or on such a number of occasions, as to fall significantly short of the standards reasonably expected of a *member, provisional member, foundation qualification holder, provisional foundation qualification holder* or *CFAB student*;
- c. if he has committed a breach of the *bye-laws* or of any *regulations* or has failed to comply with any *order*, direction or requirement made, given or imposed under them;
- d. if he has failed to comply with any *order* of the *Investigation, Disciplinary or Appeal Committee*, or of any *tribunal* or *panel*, otherwise than by failing to pay any fine or costs;
- e. if any of the circumstances set out in paragraph 2 exist with respect to him.

4.2 Those circumstances are:

- a. that he has failed to satisfy a judgment debt;
- b. that he has, individually or as a partner, made an assignment by reason of insolvency of some or all of his assets for the benefit of his creditors;
- c. that he has made any arrangement or entered into a composition with his creditors to satisfy his debts, whether by resolution of his creditors or court order or under any deed or other document by reason of insolvency;
- d. that he has made a proposal to enter into a Voluntary Arrangement on grounds of

insolvency, or has entered into such a Voluntary Arrangement;

- e. that he is a partner in a *firm* which
 - i. has had a winding-up order made against it on grounds of insolvency; or
 - ii. has made a proposal to enter into a voluntary arrangement on grounds of insolvency, or has entered into such a voluntary arrangement; or
 - iii. has had an administration order made against it on grounds of insolvency; or
 - iv. has had a receiver appointed by a creditor or by a court on the application of a creditor;
- f. that he is a *director* of a body corporate engaged in *public practice* which
 - i. has been the subject of an effective resolution passed by the shareholders (or in the case of a limited liability partnership, by its members) for it to be wound up or has had a winding-up order made against it on grounds of insolvency; or
 - ii. has made a proposal to enter into a voluntary arrangement on grounds of insolvency, or has entered into such a voluntary arrangement; or
 - iii. has had an administration order made against it on grounds of insolvency; or
 - iv. has had a receiver appointed by a creditor or by a court on the application of a creditor;
- g. that he has, in a court of competent jurisdiction, been convicted of an indictable offence (or has, before such a court, outside England and Wales been convicted of an offence corresponding to one which is indictable in England and Wales.)

Liability of member firms and contracted firms to disciplinary action

5.1 A *member firm* or *contracted firm* (both referred to in these *bye-laws* as '*respondent firms*') shall be liable to disciplinary action under these *bye-laws* in any of the following cases

- a. if it has committed misconduct; by committing any act or default, whether in the course of carrying out professional work or otherwise, likely to bring discredit on itself, *ICAEW* or the profession of accountancy, or so as to fall significantly short of the standards reasonably expected of a *member firm* or *contracted firm*;
- b. if it has demonstrated professional incompetence; by performing professional work incompetently to such an extent, or on such a number of occasions, as to fall significantly short of the standards reasonably expected of a *member firm* or *contracted firm*;
- c. if it has committed a breach of the *bye-laws* or of any *regulations* or has failed to comply with any *order*, direction or requirement made, given or imposed under them;
- d. if it has failed to comply with any *order* of the *Investigation, Disciplinary or Appeal Committee*, or of any *tribunal* or *panel*, otherwise than by

- e. failing to pay any fine or costs;
- e. if it is a partnership to which any of heads (i) to (iv) of **bye-law** 4.2(e) applies;
- f. if it is a body corporate to which any of heads (i) to (iv) of **bye-law** 4.2(f) applies.

In this paragraph '**regulations**' does not include any such regulations as are mentioned in **bye-law** 6.1(a) or 6.2(a).

- 5.2 It shall be a defence to **any complaint** arising by virtue of this **bye-law** for a **respondent firm** to prove that it had taken all such steps as it could reasonably have been expected to take (including the making of appropriate rules and arrangements) to prevent acts or defaults of the kind which are the subject of the **complaint or complaints**.
- 5.3 The fact that one or more partners have joined or left a **respondent firm** since the time of the acts or defaults which are the subject of disciplinary action shall not affect the **firm's** liability to such action unless the **Investigation Committee** is satisfied that, as currently constituted, the **firm** has substantially lost its identity with the **firm** as constituted at that time; but if the **respondent firm** continues to have the same or substantially the same name, that fact shall be evidence that such identity has not been lost.
- 5.4 For the purposes of this **bye-law** a **firm** which describes itself as 'Chartered Accountants' shall be presumed to be a **member firm** unless it proves that it is not.

Liability of regulated firm to disciplinary action

- 6.1 An **authorised firm** (hereinafter referred to also as a '**respondent firm**') shall be liable to disciplinary action under these **bye-laws** in any of the following cases
- a. if it has committed a breach of any **regulations** issued by **ICAEW** in its capacity as a designated professional body under the Financial Services and Markets Act 2000, as an approved regulator and licensing authority under the Legal Services Act 2007 or in any comparable capacity under any legislation, wherever in force, for the time being designated in **regulations**;
 - b. if it has failed to comply with a **notice** served by the **Investigation Committee** under **bye-law** 13 within the time allowed by or under that **bye-law**;
 - c. if it has failed to comply with any **order** of the **Investigation, Disciplinary or Appeal Committee**, or of any **tribunal** or **panel**, otherwise than by failing to pay any fine or costs.
- 6.2 A **registered auditor** (hereinafter referred to also as a '**respondent firm**') shall be liable to disciplinary action under these **bye-laws** in any of the following cases
- a. if it has committed a breach of any **regulations** issued by **ICAEW** in its capacity as a recognised supervisory body under the Companies Act 2006 and the Local Audit & Accountability Act 2014 and as a recognised accountancy body and prescribed accountancy body under the Irish Companies Act 2014, or in any comparable capacity under any legislation, wherever in force, for the time being designated in **regulations**;
 - b. if it has failed to comply with a **notice** served by the **Investigation Committee** under **bye-law** 13 within the time allowed by or under that **bye-law**;

- c. if it has failed to comply with any **order** of the **Investigation, Disciplinary** or the **Appeal Committee**, or of any **tribunal** or **panel**, otherwise than by failing to pay any fine or costs.

Liability of former members, former foundation qualification holders, former member firms, former regulated firms and former contracted firms to disciplinary action

- 6A.1 A person or body who, while he was a **member, foundation qualification holder, member firm, regulated firm** or **contracted firm**, became liable to disciplinary action under these **bye-laws**, or an **investigation and discipline scheme**, shall continue to be subject to these **bye-laws** after he has ceased to be a **member, foundation qualification holder, member firm, regulated firm** or **contracted firm**, as the case may be, as if he had not so ceased; and references in these **bye-laws** to **members, foundation qualification holders, member firms, regulated firms** and **contracted firms** shall be construed accordingly so far as may be necessary to give effect to this paragraph.
- 6A.2 Without prejudice to the generality of paragraph 1 above, the reference in paragraph 1 of **bye-law** 9 (**complaints**) to facts or matters indicating that a **respondent** or a **respondent firm** may have become liable to disciplinary action under these **bye-laws**, or an **investigation and discipline scheme** includes facts or matters indicating that a former **member, former foundation qualification holder, former member firm, former regulated firm** or former **contracted firm** may have become so liable.
- 6A.3 **Bye-law** 13 (power of **Investigation Committee** to call for information etc) shall extend to any former **member, former foundation qualification holder, former member firm, former regulated firm** or former **contracted firm**, and a breach of **bye-law** 13 shall render the former **member, former foundation qualification holder, former member firm, former regulated firm** or former **contracted firm** liable to disciplinary action by virtue of this **bye-law**.
- 6A.4 Liability to disciplinary action or other action by virtue of this **bye-law**
- a. subject to paragraph 3, extends only to facts and matters which occurred while the person or body concerned was actually a **member, foundation qualification holder, member firm, regulated firm** or **contracted firm**, as the case may be; and
 - b. does not extend to any facts or matters which occurred before 7 October 1999 unless (for the avoidance of doubt) such facts or matters, at the time when they occurred, rendered the person or body concerned liable to disciplinary action under **bye-law** 6.1(a), or **bye-law** 6.2.(a) (or earlier **regulations** covering the same subject matter as those **bye-laws**, in conjunction with any **bye-laws**) or under any **regulations** issued by **ICAEW** in its capacity as a recognised professional body under the Insolvency Act 1986.

Proof of certain matters

- 7.1 The fact that a **respondent** or **respondent firm** has, before a court of competent jurisdiction, pleaded

- guilty to or been found guilty of an indictable offence (or has, before such a court, outside England and Wales, pleaded guilty to or been found guilty of an offence corresponding to one which is indictable in England and Wales) shall for the purposes of these **bye-laws** be conclusive evidence of the commission by him of such an act or default as is mentioned in **bye-law** 4.1(a) or 5.1(a), as the case may be.
- 7.2 The fact that a **respondent** or **respondent firm**
- has been the subject of an adverse finding (not set aside on appeal or otherwise) in respect of his conduct, being a finding in proceedings before a body which is for the time being listed in paragraph 6 or before a regulatory body performing its functions under the Financial Services and Markets Act 2000, the Insolvency Act 1986, the Companies Act 2006, the Irish Companies Act 2014, the Local Audit & Accountability Act 2014 and the Legal Services Act 2007; or
 - has had a disqualification order made against him or has given a disqualification undertaking which has been accepted by the Secretary of State under the Company Directors Disqualification Act 1986; or
 - has had a disqualification order or a declaration of restriction made against him by the court, or has been deemed to be subject to a disqualification order, or has given a disqualification or restriction undertaking which has been accepted by the Director of Corporate Enforcement under the Irish Companies Act 2014; or
 - has been the subject of a conduct notice (not set aside on appeal or otherwise) under Schedule 38 of the Finance Act 2012,
- shall, for the purposes of these **bye-laws**, be conclusive evidence of the commission by him of such an act or default as is mentioned in **bye-law** 4.1(a) or 5.1(a), as the case may be.
- 7.3 For the purpose of **bye-law** 7.2:
- a finding of fact by a court leading to the making of a disqualification order against a **respondent** under the Company Directors Disqualification Act 1986; or
 - the details of unfit behaviour set out in the schedule attached to an undertaking given by a respondent under the Company Directors Disqualification Act 1986; or
 - a finding of fact by a court leading to the making of a disqualification order or a declaration of restriction against a **respondent** under the Irish Companies Act 2014; or
 - the details of the underlying facts and circumstances set out in the notice giving rise to a disqualification or restriction undertaking by a **respondent** under the Irish Companies Act 2014; or
 - the details set out in the conduct notice issued under Schedule 38 of the Finance Act 2012 specifying the grounds on which the determination was made,
- shall be conclusive evidence of any facts found or unfit behaviour as the case may be.
- 7.4 A finding of fact
- in any report of an inspector appointed under the Companies Act 2006;
 - in any civil or criminal proceedings before a court of competent jurisdiction in the **United Kingdom** or elsewhere, regardless of whether the **respondent** or **respondent firm** was a party to those proceedings;
 - in any proceedings before, or report by, any of the bodies mentioned in paragraph 7.5; or
 - in any proceedings as a result of which an accountant was notified by the Solicitors Regulation Authority that he was not qualified to give an accountant's report within the meaning of section 34 of the Solicitors Regulation Authority Rules or unfit to be involved in a legal practice under section 43 of the Solicitors Act 1974,
- shall for the purposes of these **bye-laws** be prima facie evidence of the facts found.
- 7.5 The bodies referred to in paragraph 7.4(c) are
- The Financial Conduct Authority;
 - The Prudential Regulation Authority;
 - The Financial Services Tribunal or the Financial Services and Markets Tribunal;
 - The Insolvency Practitioners Board;
 - The Financial Reporting Council;
 - The Irish Auditing and Accounting Supervisory Authority;
 - The Legal Services Board;
 - The Legal Ombudsman;
 - any recognised professional body or competent authority within the meaning of the Insolvency Act 1986;
 - any recognised supervisory body within the meaning of the Companies Act 2006 or the Local Audit & Accountability Act 2014;
 - any approved regulator or licensing authority within the meaning of the Legal Services Act 2007;
 - any body which is for the time being listed in paragraph 6;
 - any body situated in Ireland which exercises a similar function to the bodies listed in (a) to (l) above.
- 7.6 The bodies referred to in paragraph 2(a) and 5(l) are
- The Institute of Chartered Accountants of Scotland;
 - The Institute of Chartered Accountants in Ireland;
 - The Association of Chartered Certified Accountants;
 - The Chartered Institute of Management Accountants;
 - The Chartered Institute of Public Finance and Accountancy.
- 7.7 The **Council** may at any time by **regulations** add any accountancy body (other than **ICAEW**) to, or remove any body listed in paragraphs 7.(2), 7.(5) or 7.(6).
- 7.8 Nothing in paragraphs 4 to 7 shall affect the evidential status of any report or other document not falling within paragraph 4.

Relevance of codes of practice, regulations etc.

- 8.1 In discharging his or its functions under these *bye-laws* a person or body mentioned in paragraph 2 may have regard to all relevant matters, including any code of practice (whether relating to the ethical, the technical or any other aspect of *practice*), and any *regulations* or guidance, affecting (as the case may be) the *respondent* or *respondent firm* concerned.
- 8.2 Those persons and bodies are
- the *head of staff*;
 - a *reviewer of complaints*;
 - the *Investigation Committee*;
 - a *tribunal*;
 - a *panel*.

COMPLAINTS**Complaints**

- 9.1 Any person (referred to in this *bye-law* as a 'referrer') may bring to the attention of the *head of staff* any facts or matters indicating that a *respondent* or *respondent firm* may have become liable to disciplinary action under these *bye-laws* or an *investigation and discipline scheme* and it is the duty of every *member*, where it is in the public interest for him to do so, to report to the *head of staff* any such facts or matters of which he is aware.
- 9.2 In determining whether it is in the public interest for a *member* to report any such facts or matters under paragraph 1 regard shall be had to such guidance as may from time to time be issued by the *Council*.
- 9.3 Subject to paragraph 6, in these *bye-laws* any facts or matters which
- have come to the attention of the *head of staff* under paragraph 1 or otherwise; and
 - indicate that a *respondent* or *respondent firm* may have become liable to disciplinary action under these *bye-laws* or an *investigation and discipline scheme*
- are referred to as a *complaint*. A *respondent* or *respondent firm* may be subject to one or more *complaints* under these *bye-laws* arising from the same facts or matters.
- 9.4 Any dispute relating to
- a decision of the *head of staff* as to whether any facts or matters fall within paragraph 3(b); or
 - an opinion formed by him as mentioned in paragraph 1, 2, 3(a) or 3(b) of *bye-law* 10, shall be referred to and determined by the *Investigation Committee* subject to paragraph 9(5).
- 9.5 The *Investigation Committee* shall not consider a dispute under paragraph (4) if more than 28 days have passed since the date of the letter notifying the person who disputes the decision or opinion of the *head of staff*, unless:
- the *head of staff* is satisfied that the person who disputes the decision or opinion could not reasonably have been expected to respond to the letter within 28 days; or
 - there is, in the opinion of the *head of staff*, fresh evidence justifying reconsideration of the decision or opinion;
- The opinion of the *head of staff* as to whether any further

information amounts to new evidence shall be final.

- 9.6 If a referrer brings facts or matters to the attention of the *head of staff* in accordance with paragraph 1, and more than 3 years has elapsed since:
- the date on which those facts or matters first occurred; or, if later
 - the date on which those facts or matters first came, or ought reasonably to have come, to the attention of that person
- the *head of staff* shall take no further action with respect to those facts or matters unless the *head of staff* considers, despite the expiry of the time limits in (a) and (b) above that an investigation is necessary for the protection of the public or otherwise necessary in the public interest, in which case the facts or matters shall constitute a *complaint* or *complaints* under paragraph 3.
- 9.7 If the *head of staff* decides not to investigate the facts or matters in accordance with paragraph 6, the referrer may, within 28 days of the date of service of the *notice* of the *head of staff's* decision, request that the *PCD Committee Secretary* refer the *head of staff's* decision to the *Investigation Committee* for review.
- 9.8 In considering a referral under paragraph 7, the *Investigation Committee* shall consider in accordance with *regulations* whether the facts or matters were brought to the attention of the *head of staff* after the expiry of the time limits in paragraph 6, and, if so, whether an investigation is necessary for the protection of the public or otherwise necessary in the public interest. If the *Investigation Committee* determines that an investigation should take place, it shall request the *head of staff* to treat the facts or matters as a *complaint* or *complaints* for the purposes of paragraph 3.
- 9.9 If the *Investigation Committee* considers that an investigation should not be commenced, it shall ask the *PCD Committee Secretary* to inform the referrer of its decision which will be final.
- 9.10 A sub-committee of the *Investigation Committee* shall be responsible for determining whether the *head of staff* should investigate the facts or matters which are the subject of a referral under paragraph 7.

Processing of complaints by head of staff

- 10.1 If the *head of staff* is of the opinion that one or more *complaints* are to be dealt with by an *investigation and discipline scheme*, he shall lay it or them before the *Investigation Committee*.
- 10.2 If, in the case of one or more *complaints* not laid before the *Investigation Committee* under paragraph 1, the *head of staff* is of the opinion that it is appropriate to do so, he shall attempt to resolve the *complaint* or *complaints* by conciliation or in some other way not involving disciplinary action under these *bye-laws*; and if the attempt is successful, he shall take no further action with respect to the *complaint/the complaints*.
- 10.3 Where an attempt under paragraph 2 is made but fails, the *head of staff* shall review the *complaint* or *complaints* in the light of any further relevant facts or matters which have come to his attention since he initiated the attempt; and

- a. if as a result of that review he remains of the opinion that the **respondent** or **respondent firm** concerned may have become liable to disciplinary action under these **bye-laws**, he shall proceed to investigate the **complaint** or **complaints**;
- b. if as a result of that review he is no longer of that opinion, he shall take no further action with respect to the **complaint** or **complaints**.
- 10.4 If, as regards a **complaint** or **complaints** not laid before the **Investigation Committee** under paragraph 1, the **head of staff** does not think it appropriate to make an attempt under paragraph 2, he shall proceed to investigate the **complaint** or **complaints**.
- 10.5 If, having investigated a **complaint** or **complaints** under paragraph 3 or 4, the **head of staff** is no longer of the opinion that the **respondent** or **respondent firm** concerned may have become liable to disciplinary action under these **bye-laws**, he shall take no further action with respect to the **complaint** or **complaints**, unless the **complainant** insists on it/them being laid before the **Investigation Committee**; but if the **head of staff** remains of that opinion or the **complainant** so insists, the **head of staff** shall lay the **complaint** or **complaints** before the **Investigation Committee**.
- 10.6 The **Investigation Committee** shall not consider a **complaint** or **complaints** under paragraph (5) if
- a. more than 28 days have passed since the date of the letter notifying the **complainant** that the **head of staff** is no longer of the opinion that the **respondent** or **respondent firm** concerned may have become liable to disciplinary action unless the **head of staff** is satisfied that the **complainant** could not reasonably have been expected to respond to the letter within 28 days or, in the opinion of the **head of staff**, there is fresh evidence justifying reconsideration of his opinion. The opinion of the head of staff as to whether any further information amounts to new evidence shall be final
- or
- b. there is an outstanding referral to the **Fitness Committee** against the **respondent**, or the **Fitness Committee** has accepted the **respondent's** resignation from membership or resignation of their registration, or the **Fitness Committee** has made an **order** that the **complaint** or **complaints** against the **respondent** should be closed.
- 10.7 It shall be the duty of every **respondent** and **respondent firm** (or other person or body subject to these **bye-laws**) to cooperate promptly and in full with the **head of staff** and the **Investigation Committee** in discharging his or its functions under these **bye-laws**.
- 10.8 The **respondent** or **respondent firm** shall not charge a **complainant** for time spent, or costs incurred, in responding to a **complaint** or **complaints**.
- any services it has provided or failed to provide to a client or former client, it shall forthwith cause the complaint/complaints to be investigated by a **principal**.
- 11.2A A **firm** shall not charge a client or former client for investigating a complaint or complaints in accordance with paragraph 2, but, if a **firm** has previously concluded its investigation of the complaint/complaints, and has explained to the client or former client that it has provided its full and final response in relation to the matter, the **firm** may charge the client/former client for time spent in responding to any subsequent correspondence raised in accordance with the **firm's** internal complaints procedure.
- 11.3 If, as a result of an investigation under paragraph 2, the **firm** is of the opinion that the complaint is, or the complaints are, wholly or partly justified, it shall take whatever steps are appropriate to resolve the complaint/complaints, whether by way of remedial work, apology, the provision of information, the return of books or documents, the reduction or repayment of fees, or otherwise.
- 11.4 If the **head of staff** receives a **complaint** or **complaints** against a **firm**, not being a **complaint** or **complaints** to which paragraph 1 of **bye-law** 10 applies, he may, if it appears to him appropriate to do so, refer the **complaint/complaints** to the **firm** for investigation under paragraph 2 of this **bye-law** instead of dealing with the **complaint/complaints** as provided in paragraphs 2 to 5 of **bye-law** 10.
- 11.5 The fact that a complaint is, or complaints are, being investigated under this **bye-law** shall not affect the duty of **members** under **bye-law** 9.1 to report to the **head of staff**, where it is in the public interest for them to do so, any facts or matters indicating that a **respondent** or **respondent firm** may have become liable to disciplinary action.
- 11.6 The definition of '**complaint**' in **bye-law** 9.3 does not apply for the purposes of this **bye-law**.

Power to reopen complaints/cases

- 11A.1 The **head of staff** may, at any time, reopen a matter which has been previously closed following assessment or investigation where the **head of staff** has reason to believe that:
- the decision not to proceed with the matter may have been materially flawed (for any reason); or
 - there is new information which may have led, wholly or partly, to a different decision; or
 - the **respondent** or **respondent firm** may have previously withheld information; or
 - the **respondent** or **respondent firm** may have previously misled the **head of staff**
- but only if one or more of the grounds in paragraph (2) are also satisfied.
- 11A.2 In the opinion of the **head of staff** further consideration is necessary:
- for the protection of the public; or
 - otherwise necessary in the public interest.
- 11A.3 Where the **head of staff** decides to reopen a matter he shall, as soon as reasonably practicable notify the following, setting out his reasons for the decision in writing:
- the **respondent** or **respondent firm**; and

Investigation of complaints by firms themselves

- 11.1 Every **firm** shall ensure that all new clients are informed in writing of the name of the **principal** to be contacted in the event of their wishing to complain about the **firm's** services, and of their right to complain to **ICAEW**.
- 11.2 If a **firm** receives a complaint or complaints concerning

- b. the person who brought the matter to the attention of the **head of staff**; and
- c. any other person who, in the opinion of the **head of staff**, has a legitimate interest in the matter.

- b. the **head of staff** and the **Investigation Committee** (or if, at the relevant time, **one or more formal complaints** have been preferred under **bye-law** 15.2a, the **Disciplinary Committee**) shall cease to have responsibility for it **or them**.

COMPLAINTS LAID BEFORE INVESTIGATION COMMITTEE

Initial consideration of complaints so laid

- 12.1 This **bye-law** applies where **one or more complaints** are laid before the **Investigation Committee** under **bye-law** 10.
- 12.2 The **Investigation Committee** shall first of all decide whether it considers that, having regard to all the circumstances of the matter, it is appropriate that the **complaint or complaints** be referred to an **investigation and discipline scheme** to be dealt with under the terms of that scheme.
- 12.3 If the **Investigation Committee** does not refer the **complaint or complaints** to an **investigation and discipline scheme** under **bye-law** 12A.1, it shall either
- a. refer the **complaint/complaints** back to the **head of staff** to be processed by him under paragraphs 2 to 5 of **bye-law** 10 as if he had not laid it **or them** before the **Investigation Committee** under paragraph 1 of that **bye-law**; or
 - b. proceed to deal with the **complaint/complaints** under **bye-laws** 14A or 15.

Referral of complaints to or from an investigation and discipline scheme

- 12A.1 If the **Investigation Committee** decides, in accordance with **bye-law** 12.2, that it is appropriate for a **complaint or complaints** to be referred to an **investigation and discipline scheme**, it shall make a written referral of the **complaint/complaints** to that **investigation and discipline scheme**.
- 12A.2 If a referral to an **investigation and discipline scheme** is declined in accordance with the terms of the scheme, the **Investigation Committee** shall either
- a. refer the fact or matter back to the **head of staff** to be processed by him under paragraphs 2 to 5 of **bye-law** 10; or
 - b. proceed to deal with the fact or matter under **bye-laws** 14A or 15.
- 12A.3 If following an enquiry under an **investigation or discipline scheme**, the fact or matter is referred to **ICAEW**, the **Investigation Committee** shall either
- a. refer the fact or matter back to the **head of staff** to be processed by him under paragraphs 2 to 5 of **bye-law** 10; or
 - b. proceed to deal with the fact or matter under **bye-laws** 14A or 15.

Assumption of matters in accordance with an investigation and discipline scheme

- 12B If the **head of staff** receives **notice** in writing in accordance with the terms of an **investigation and discipline scheme** requiring that a fact or matter be dealt with under the terms of that scheme, then with immediate effect
- a. the investigation of the fact or matter shall be treated as if it had been referred under **bye-law** 12A.1; and

Power of Investigation Committee to call for information, etc.

- 13.1 The **Investigation Committee** shall have power by **notice** served on any **respondent** or **respondent firm** (or other person or body subject to these **bye-laws**) to call for such information, explanations, books, records and documents as the Committee considers necessary to enable it or the **head of staff** to perform its or his functions under these **bye-laws**, as are available to the **respondent, respondent firm** or other person or body, whether or not in the physical possession of the **respondent, respondent firm** or other person or body at the time of service of the **notice**.
- 13.2 It shall be the duty of any person or body on whom a **notice** is served under paragraph 1 to comply with it within the period of fourteen days beginning with the date of service or such longer period as the **Investigation Committee** may allow.

Power of Investigation Committee to require advice to be obtained and followed

- 14.1 If the **Investigation Committee** is of the opinion that a **complaint or complaints** laid before it indicates that the **practice** of any **firm** may have been conducted inefficiently, it may require any **respondent** or **respondent firm** concerned (at his own expense) to obtain advice from such source as the Committee may specify and to implement the advice obtained.
- 14.2 In any disciplinary proceedings for an alleged failure to comply with a requirement imposed under paragraph 1, it shall be a defence for the **respondent** or **respondent firm** concerned to prove that he had good and sufficient reasons for not complying with the requirement.
- 14.3 The power conferred on the **Investigation Committee** by this **bye-law** is without prejudice to any power exercisable by it apart from this **bye-law**.

Complaints dealt with by way of fixed penalty

- 14A.1 The **Investigation Committee** may delegate the exercise of its functions under this **bye-law** to the **head of staff** in respect of suitable **complaints** as designated (and revised from time to time) by the ICAEW Regulatory Board.
- 14A.2 Where the **head of staff**, acting on behalf of the **Investigation Committee**, finds that **one or more** designated **complaints** disclose a **prima facie case**, and this finding is accepted by the **respondent** or **respondent firm**, he shall propose to the **respondent** or **respondent firm** the fixed penalty, as prescribed from time to time by the ICAEW Regulatory Board, in respect of the **complaint or complaints**.
- 14A.3 If the **head of staff** decides to propose the fixed penalty in accordance with paragraph 2 he shall serve on the **respondent** or **respondent firm** a notice specifying:
- a. the nature of the breach or breaches of these

- bye-laws*;
- b. the terms of the proposed penalty;
 - c. the period for compliance with the proposed penalty; and
 - d. the extent to which the proposed penalty may be published by ICAEW.
- 14A.4 If, within the period stated in the notice, the **respondent** or **respondent firm** confirms his or its acceptance of the penalty in writing, the **head of staff** shall as soon as practicable confirm the agreement in writing.
- 14A.5 The penalty may be published in any way that the **Investigation Committee** decides.
- 14A.6 If the **respondent** or **respondent firm** does not:
- a. agree that a breach of these *bye-laws* has been committed; or
 - b. agree to the terms of the proposed penalty; or
 - c. respond to the notice served under paragraph 3; or
 - d. comply with the terms of the penalty
- the **complaint or complaints** will be dealt with by the **Investigation Committee** in accordance with *bye-law* 15.
- Complaints not referred to or referred back from an investigation and discipline scheme**
- 15.1 Where **one or more complaints** laid before the **Investigation Committee** are:
- a. not referred to an **investigation and discipline scheme** under *bye-law* 12A.1 and not referred back to the **head of staff** under *bye-law* 12.3a; or
 - b. declined by an **investigation and discipline scheme** under *bye-law* 12A.2 and not referred back to the **head of staff** under *bye-law* 12A.2a; or
 - c. referred back by an **investigation and discipline scheme** to ICAEW under *bye-law* 12A.3 and not referred back to the **head of staff** under *bye-law* 12A.3a,
- the **Investigation Committee** shall consider whether or not the **complaint or complaints** disclose a **prima facie case** and it shall dismiss any **complaints** for which it finds no **prima facie case**.
- 15.2 If the **Investigation Committee** finds that the **complaint or complaints** disclose a **prima facie case** against a **respondent** or **respondent firm** it may do one of the following:
- a. prefer the **complaint or complaints** (or such parts of the **complaint/complaints**) as disclose a **prima facie case** to the **Disciplinary Committee** as a **formal complaint/formal complaints**; or
 - b. deal with the **complaint or complaints** (or such parts of the **complaint/complaints**) as disclose a **prima facie case** under *bye-law* 16 (consent orders); or (bb) deal with the **complaint or complaints** (or such parts of the **complaint/complaints**) as disclose a **prima facie case** under *bye-law* 16A (cautions); or
 - c. order that further consideration of the **complaint or complaints** (or parts of the **complaint or complaints**) be deferred, on such terms and conditions as it considers appropriate, for either or both of the following purposes, namely
 - i. to enable the **Investigation Committee** to obtain such information, such explanations and such books, records and documents as it considers necessary to perform its functions under this *bye-law*; or
 - ii. if the subject of the **complaint or the complaints** is the existence of any of the circumstances set out in sub-paragraphs (b) to (f) of *bye-law* 4.2, to enable the **Committee** to monitor developments arising out of those circumstances; or
 - d. order that no further action be taken on the **complaint or complaints** or on any specified part of it/them.
- 15.3 The conditions on which an **order** under paragraph 2(c) may be made include the giving of written undertakings for the protection of client interests.
- 15.4 Before taking any decision under the preceding provisions of this *bye-law* the **Investigation Committee**
- a. unless satisfied that the **respondent** or **respondent firm** concerned has been given an opportunity to make written representations to the **Committee**, shall give him such an opportunity; and
 - b. may, if it thinks fit, give him or his **representative** an opportunity of being heard before the **Committee** (but shall not be under a duty to do so).
- 15.5 In deciding whether to prefer a **complaint or complaints** (the current **complaint(s)**) to the **Disciplinary Committee**, the **Investigation Committee** may take into account any facts or matters
- a. which were the subject matter of any **complaint** considered by the **Investigation Committee** on any previous occasion in relation to the **respondent** or **respondent firm** concerned;
 - b. in respect of which the **Committee** on that occasion found that a **prima facie case** was disclosed; but
 - c. in respect of which no **formal complaint** was preferred to the **Disciplinary Committee** and no **order** was made under *bye-law* 16.2 (consent orders) or *bye-law* 16A (cautions);
- and if the **Investigation Committee** decides to prefer the current **complaint or complaints** (or parts of any **complaint(s)**) to the **Disciplinary Committee** as a **formal complaint/formal complaints**, it may also prefer to that **Committee** any **formal complaint** which it could have preferred to it on that previous occasion against the **respondent** or **respondent firm** in question and, if there were two or more such previous occasions, may prefer a separate **formal complaint** against him in respect of some or all of them.
- 15.6 If the **Investigation Committee** prefers **one or more complaints as formal complaints** to the **Disciplinary Committee**, it shall send to the **Disciplinary Committee** and to the **respondent or respondent firm** a summary of the material facts and matters which were considered by the **Investigation Committee** together with:
- a summary or copy of any written representations made to it by the **respondent or respondent firm**, and if the **respondent or respondent firm** has appeared before it in person or by a **representative**, a summary

of any oral representations made to it.

- 15.7 If the **Investigation Committee** finds that **one or more complaints** disclose a **prima facie case** but **orders** that no further action be taken on it **or them**, it shall serve a **notice** to that effect on the **respondent** or **respondent firm** concerned; and if within the period of 28 days beginning with the date of service of that **notice** the **respondent** or **respondent firm** concerned serves **notice** on the **head of staff** that he is unwilling to accept the finding that a **prima facie case** exists, then, unless on reconsideration the Committee finds that no **prima facie case** exists, it shall prefer the **complaint or complaints** (or parts of those **complaints**) to the **Disciplinary Committee** under paragraph 2(a).

Consent orders

- 16.1 If
- a. under **bye-law** 15 the **Investigation Committee** is of the opinion that a **complaint** discloses, **or the complaints** disclose, a **prima facie case**; and
 - b. after considering all the relevant circumstances (including the past **disciplinary record**, if any, of the **respondent** or **respondent firm** concerned) the Committee is of the opinion that it is **appropriate to deal with** the **complaint or complaints** under this **bye-law**, the following provisions of this **bye-law** shall apply.
- 16.2 The **Investigation Committee** may with the agreement of the **respondent** or **respondent firm** concerned make
- a. any one or more of the **orders** which, on finding a **formal complaint or formal complaints** proved, the **Disciplinary Committee** would have power to make against the **respondent** or **respondent firm** by virtue of paragraphs i) to vii) below according to whether the person concerned is a **member, member firm, contracted firm, authorised firm, registered auditor, provisional member, foundation qualification holder, provisional foundation qualification holder** or **CFAB student**;
 - i. **bye-law** 22.3 (f), (g) or (h); or
 - ii. **bye-law** 22.4 (b), (c) or (d); or
 - iii. **bye-law** 22.5 (a), (b) or (c); or
 - iv. **bye-law** 22.6 (b) or (c) or (d); or
 - v. **bye-law** 22.7 (f) or (g),
 - vi. **bye-law** 22.8 (c), (d) or (e),
 - vii. **bye-law** 22.9 (e) or (f).
 - b. any **order** which, on finding a **formal complaint or formal complaints** proved, the **Disciplinary Committee** would have power to make against the **respondent** or **respondent firm** under **bye-law** 23, 24 or 24A;
 - c. an **order** that the **respondent** or **respondent firm** concerned shall pay to **ICAEW** a sum by way of costs.
- 16.3 Before making any **order** under paragraph 2 the **Investigation Committee** shall serve on the **respondent** or **respondent firm** concerned a **notice** describing the action which it proposes to take if the **respondent** or **respondent firm** agrees, and specifying the **order** which it would make in that event.
- 16.4 A **notice** under paragraph 3 must
- a. be in, or substantially in, such form as may be prescribed by **regulations** made by the **Investigation Committee**;
 - b. explain the extent to which the finding of the **Investigation Committee** would be communicated to others;
 - c. state that, if the **respondent** or **respondent firm** concerned does not agree in writing to the proposed action within a stated period, a **formal complaint or formal complaints** may be preferred to the **Disciplinary Committee** which, in the event of its finding that **complaint or those complaints** proved **either wholly** or in part, would have available to it the complete range of **orders** mentioned in **bye-laws** 22, 23, 24 and 24A.
- 16.5 If within the period stated in the notice the **respondent** or **respondent firm** agrees in writing to the **Investigation Committee** proceeding as proposed in the **notice**, the Committee shall make the order specified in the **notice** unless, having regard to any further information which it has received, it is of the opinion
- a. that a lesser or no penalty is appropriate, in which case it shall impose a lesser or no penalty, as the case may be;
 - b. that a smaller or no sum is appropriate by way of costs, in which case it shall order a smaller sum to be paid by way of costs or make no **order** as to costs, as the case may be; or
 - c. that no **prima facie case** exists, in which case it shall so find.
- 16.6 If the **respondent** or **respondent firm** does not within the period stated in the **notice** agree in writing to the **Investigation Committee** proceeding as proposed in the **notice**, the Committee shall prefer the **complaint or complaints as a formal complaint or formal complaints** to the **Disciplinary Committee** under **bye-law** 15.2(a) unless, having regard to any further information which it has received, it is of the opinion that no **prima facie case** exists, in which case it shall so find.
- 16.7 Paragraphs 1, 4 and 5 of **bye-law** 32 (time limits for payment of fines) shall apply in relation to any fine imposed by an **order** made under paragraph 2(a) or (b) of this **bye-law** as they apply in relation to a fine imposed by an **order** made by a **tribunal**; and paragraphs 2, 8 and 9 of **bye-law** 33 (time limits for payment of costs) shall apply in relation to any costs payable by virtue of an order made under paragraph 2(c) of this **bye-law** as they apply in relation to costs payable by virtue of an **order** made under **bye-law** 33(1).
- 16.8 Where any provision of **bye-law** 32 or 33 applies by virtue of paragraph 7 of this **bye-law**, it shall do so with the modification that any reference to the date of the **order** is to be taken to refer to the date of the relevant **order** under this **bye-law**.
- 16.9 Where the **Investigation Committee** makes an **order** under this **bye-law**, it shall cause to be published, as soon as practicable and in such a manner as it thinks fit, such a report as it thinks fit of its proceedings under this **bye-law** with respect to the **complaint or the complaints**.
- 16.10 Except in so far as the **Investigation Committee** in its absolute discretion otherwise directs, a report published under paragraph 9 shall

- a. state the name of the person or body against whom the **order** was made; and
 - b. describe the **order** or **orders** made against him and state that they were made with his agreement,
- but need not include the name of any other person or body concerned in the **complaint or complaints**.

Cautions

- 16A.1 If
- a. under **bye-law** 15 the **Investigation Committee** finds that a **complaint** discloses, or the **complaints** disclose, a **prima facie case**; and
 - b. after considering all the relevant circumstances (including the past **disciplinary record**, if any, of the **respondent** or **respondent firm** concerned) the Committee is of the opinion that it is **appropriate to deal with** the **complaint or complaints** by way of a caution under this **bye-law** (with or without an **order** to pay costs), the following provisions of this **bye-law** shall apply.
- 16A.2 The **Investigation Committee** shall serve on the **respondent** or **respondent firm** concerned ('the subject of the **complaint or complaints**') a **notice**
- a. stating that the Committee finds that the **complaint** discloses, or the **complaints** disclose, a **prima facie case**; and
 - b. informing the subject of the **complaint/complaints** that the Committee proposes to make an **order** under this **bye-law**
 - i. that he be cautioned; or
 - ii. that he be cautioned and pay to **ICAEW** a fixed sum by way of costs, as the case may be.
- 16A.3 A **notice** under paragraph 2 must be in, or substantially in, such form as may be prescribed by **regulations** made by the **Investigation Committee** and must explain the extent to which, in accordance with **regulations**, the proposed **order**, if made, would be communicated to others; and in that paragraph 'a fixed sum' means the fixed sum for the time being so prescribed for such costs.
- 16A.4 If within the period of 28 days beginning with the date of service of a **notice** under paragraph 2 above the subject of the **complaint/complaints** serves **notice** on the **head of staff** that he is unwilling to accept the finding that a **prima facie case** exists, then, unless on reconsideration the Committee finds that no **prima facie case** exists, it shall prefer the **complaint** or **complaints**, either wholly or in part, to the **Disciplinary Committee** under **bye-law** 15.2(a).
- 16A.5 If no **notice** under paragraph 4 is served on the **head of staff** within that period, the **Investigation Committee** shall make the **order** proposed in the **notice** served under paragraph 2.
- 16A.6 Any costs ordered under this **bye-law** shall be paid within the period of 30 days beginning with the date of the **order**; and **bye-law** 33.8 (latest time for payment of costs) shall apply to costs payable to **ICAEW** under this **bye-law** as it applies to costs payable under **bye-law** 33.
- 16A.7 Except with the consent of the subject of the **complaint/complaints** in question, this **bye-law** shall

not apply to a **complaint or complaints** involving facts or matters which occurred before 7 October 1999.

COMPLAINANT'S RIGHT TO REVIEW

Review of finding of no prima facie case

- 17.1 This **bye-law** applies where, under **bye-law** 15, 16 or 16A, the **Investigation Committee** finds that a **complaint or complaints** laid before it do not disclose a **prima facie case** against the **respondent** or **respondent firm** concerned.
- 17.2 A **complainant** may apply in writing to the **PCD Committee Secretary** for a review of the finding, and the **PCD Committee Secretary** shall refer every such application to a **reviewer of complaints (the reviewer)** who, subject to paragraph 3, shall consider the application.
- 17.3 **The reviewer** shall not consider the application if it was received by the **PCD Committee Secretary** after the end of the period of 28 days beginning with the date of the finding unless
- a. **the reviewer** is satisfied that the **complainant** could not reasonably have been expected to make the application within that period; or
 - b. there is, in the opinion of **the reviewer**, fresh evidence justifying consideration of the application.
- 17.4 If, after considering the application, **the reviewer** is of the opinion that one or more of the circumstances mentioned in paragraph 5 apply, he shall remit the application to the **Investigation Committee** with a recommendation that the **complaint or complaints** be reconsidered.
- 17.5 Those circumstances are that
- a. fresh evidence of a material nature has been received since the date of the finding;
 - b. there has been a failure on the part of the **head of staff** or the **Investigation Committee** to follow the procedure for processing or consideration of **complaints** laid down in these **bye-laws** or any **regulations**, and the Committee's consideration of the **complaint or complaints** has been prejudiced by that failure;
 - c. there is reason to suspect a lack of independence on the part of any member of the **Investigation Committee** who took part in the consideration of the **complaint or complaints**, and the Committee's consideration of the **complaint/complaints** has been prejudiced by that lack;
 - d. the finding was not one which could reasonably have been arrived at by the **Investigation Committee** upon due consideration of the facts and matters before it.
- 17.6 If, after considering the application, **the reviewer** is of the opinion that none of the circumstances mentioned in paragraph 5 applies, he shall so inform the **complainant** and the **Investigation Committee** and give them in writing his reasons for being of that opinion.
- 17.7 **The reviewer** may request the **head of staff** to provide him with such technical assistance as **the reviewer** considers necessary to enable him to perform his functions under this **bye-law**; and the **head of staff** shall

comply with any reasonable request made under this paragraph.

- 17.8 **The reviewer** may require the **Investigation Committee** to exercise its powers under **bye-law** 13 in order to obtain such information, such explanations and such books, records and documents as he considers necessary to enable him to perform his functions under this **bye-law**; and for this purpose the reference in that **bye-law** to the Committee's functions shall be taken to include those of **the reviewer**.

Further investigation of complaint after review

- 18.1 If under **bye-law** 17.4 **the reviewer** remits the application to the **Investigation Committee** with a recommendation that the **complaint or complaints** be reconsidered, the **complaint or complaints** shall be treated by the Committee as if it **or they** had then been newly laid before **the Committee** by the **head of staff**, except that
- the Committee may have regard both to the information and any representations previously available to it in relation to the **complaint or complaints** and to any information or representations (whether written or oral) received by it since the date of the finding mentioned in **bye-law** 17.1; and
 - the Committee shall not take any decision on the **complaint or complaints** under paragraphs 1 to 3 of **bye-law** 15 until the **respondent or respondent firm** concerned has been given a further opportunity to make written representations to it.
- 18.2 If it appears to the **Investigation Committee**, after reconsidering the **complaint or complaints** as required by paragraph 1, that there is still no **prima facie case** against the **respondent or respondent firm** concerned, it shall inform **the reviewer** of its reasons for proposing so to find; and **the reviewer** may, within the period of 28 days beginning with the date on which he is so informed, or such longer period as the Committee may allow, send the Committee such comments, if any, on the proposed finding as he thinks fit.
- 18.3 On receipt of any such comments within the period mentioned in paragraph 2 the **Investigation Committee** shall consider its proposed finding in the light of them, and shall then decide whether or not it is of the opinion that the **complaint** discloses, **or the complaints** disclose, a **prima facie case**.
- 18.4 If
- within the period allowed by or under paragraph 2 **the reviewer** informs the **Investigation Committee** that he has no comments on the proposed finding; or
 - when that period ends no comments by **the reviewer** have been received by the Committee, the Committee shall proceed to decide whether or not it is of the opinion that the **complaint** discloses, **or the complaints** disclose, a **prima facie case**.
- 18.5 If under paragraph 3 or 4, the **Investigation Committee** finds that the **complaint or complaints** do not disclose a **prima facie case**, it shall inform the **complainant** and **the reviewer** in writing of its reasons for so finding.

DISCIPLINARY PROCEEDINGS

Tribunals

- 19.1 Subject to paragraph 6, on receipt by the **Disciplinary Committee** of **one or more formal complaints**, the Chairman of that Committee or, failing him, any Vice-Chairman of that Committee
- shall appoint three of its members, one of them being a **member of ICAEW** and the remaining two being **lay members** as a **tribunal** to hear that **formal complaint or formal complaints**; and
 - shall appoint one of the two **lay members** as chairman of the **tribunal**.
- 19.2 If, in the case of a **tribunal** so appointed, any member of the **tribunal**
- is for any reason unable to attend the **hearing** or any adjourned **hearing** of the **formal complaint or formal complaints**; or
 - is in the course of the **hearing** unable to continue so to attend,
- the **tribunal** will no longer be quorate and the case will have to be re-heard in full by a new **tribunal** appointed pursuant to paragraph 19(1).
- 19.3 If at any time during the **hearing** of a **formal complaint or formal complaints** the chairman of the **tribunal** appointed under paragraph 1 is for any reason of the opinion that it is impracticable or would be contrary to the interests of justice for the **hearing** to be completed by that **tribunal**, he shall so inform the Chairman or, failing him, any Vice-Chairman of the **Disciplinary Committee**, who shall thereupon direct that the **formal complaint or formal complaints** be re-heard by a new **tribunal** so appointed.
- 19.4 The **Disciplinary Committee** may appoint a barrister or a solicitor to act as legal assessor at the **hearing** of a **formal complaint or formal complaints**.
- 19.5 Where a new **tribunal** is appointed pursuant to paragraph 2 or 3, or to an **order** made on appeal under **bye-law** 29.2(e), no member of the previous **tribunal** may be appointed as a member of the new one; but a person appointed as a legal assessor may continue to act at any re-hearing of the **formal complaint or formal complaints**.
- 19.6 **Regulations** may provide for a **tribunal** to be constituted other than as required by paragraph 1 if a different constitution is prescribed or approved by a **relevant authority**.

Hearing of formal complaints

- 20.1 As soon as practicable after the appointment of a **tribunal** to hear a **formal complaint or formal complaints**, the **PCD Committee Secretary** shall serve on the **respondent or respondent firm** a **notice** stating the terms of the **formal complaint(s)** and the time and place fixed for the **hearing**.
- 20.2 The **respondent or respondent firm** may appear before the **tribunal** in person or by a **representative**.
- 20.3 The **tribunal** shall give the **respondent or respondent firm**, or his **representative**, a reasonable opportunity of being heard before it.
- 20.4 If the **respondent or respondent firm** does not attend and is not represented at the **hearing**, then, provided that the **tribunal** is satisfied that the **notice** required by

paragraph 1 was served on the **respondent/respondent firm**, the **tribunal** may hear the **formal complaint or formal complaints** in his absence.

- 20.5 The **Investigation Committee** may appoint the **head of staff** or any **member** of **ICAEW**, or may instruct a barrister or solicitor, to present the **formal complaint or formal complaints** before the **tribunal**.

Temporary suspension of activities of authorised firm

21.1 If, at any time while a **tribunal** is considering a **formal complaint or formal complaints** against an **authorised firm**, it is of the opinion, as regards all or any of the **firm's** exempt regulated activities under the Financial Services and Markets Act 2000, that their continuation may materially prejudice the interests of any client of the **firm**, it may serve on the **firm** a **notice** specifying the activities as to which it is of that opinion and ordering the **firm** to suspend them for a specified period (not exceeding 30 days) beginning at the time of service of the **notice**.

21.2 A **notice** under paragraph 3 of **bye-law** 16 (consent orders) served on a **firm** undertaking exempt regulated activities under the Financial Services and Markets Act 2000 shall mention the power available under this **bye-law** (as well as the **orders** referred to in paragraph 4(c) of that **bye-law**).

Powers of tribunal

22.1 If the **tribunal** is of the opinion that **one or more formal complaints have** been proved in whole or in part, it shall make a finding to that effect; but if it is not of that opinion, it shall dismiss the **formal complaint(s)**.

22.2 If the **tribunal** finds that the **formal complaint or formal complaints have** been proved in whole or in part, it may (unless it is of the opinion that in all the circumstances it is inappropriate to do so) make against the **respondent or respondent firm** one or more of the **orders** available against him under the following provisions of these **bye-laws**, namely

- paragraph 3, 4, 5, 6, 7, 8 or 9 of this **bye-law**, as the case may be; and
- bye-laws** 23 (waiver etc. of fees), 24 (remedial action) and 24A (expenses),

as it considers appropriate, having regard to the past **disciplinary record**, if any, of the **respondent or respondent firm**, the **tribunal's** views as to the nature and seriousness of the **formal complaint or formal complaints** (so far as proved), and any other circumstances which the **tribunal** considers relevant.

- 22.3 If the **respondent** is a **member**, the **orders** available against him are:
- that he be excluded from membership;
 - that his **practising certificate** be withdrawn either indefinitely or for a specified period;
 - that any **Insolvency Licence** held by him be withdrawn;
 - that he be ineligible for an **Insolvency Licence**;
 - that he be ineligible for a **practising certificate**, either indefinitely or for a specified period;
 - that he be severely reprimanded;
 - that he be reprimanded;
 - that he be fined a specified sum.
- 22.4 If the **respondent firm** is a **member firm** or a **contracted**

firm, the **orders** available against it are:

- that it be prohibited from using the description 'Chartered Accountants' for a specified period;
 - that it be severely reprimanded;
 - that it be reprimanded;
 - that it be fined a specified sum.
- 22.5 If the **respondent firm** is an **authorised firm**, the **orders** available against it are:
- that it be severely reprimanded;
 - that it be reprimanded;
 - that it be fined a specified sum.
- 22.6 If the **respondent firm** is a **registered auditor**, the **orders** available against it are:
- that its registration or registrations granted at the instance of **ICAEW** be withdrawn;
 - that it be severely reprimanded;
 - that it be reprimanded;
 - that it be fined a specified sum.
- 22.7 If the **respondent** is a **provisional member**, the **orders** available against him are:
- that he be declared unfit to become a **member**;
 - that he cease to be a **provisional member** and be ineligible for re-registration as a **provisional member** for a specified period not exceeding two years;
 - that the registration of his **training contract** be suspended for a period not exceeding two years;
 - that for a specified period not exceeding two years he be ineligible to sit for such one or more of **ICAEW's** examinations as may be specified or for any specified part of any of those examinations;
 - that he be disqualified from such one or more of **ICAEW's** examinations as may be specified or from any specified part of any of those examinations, not being an examination or part the result of which was duly notified to him by **ICAEW** before the date of the **order**;
 - that he be severely reprimanded;
 - that he be reprimanded.
- 22.8 If the **respondent** is a **Foundation Qualification Holder** the **orders** available against him are:
- that his **Foundation Qualification** status be removed;
 - that he be declared unfit to become a **member**;
 - that he be severely reprimanded;
 - that he be reprimanded;
 - that he be fined a specific sum.
- 22.9 If the **respondent** is a **Provisional Foundation Qualification Holder** or **CFAB Student** the **orders** available against him are:
- that he be declared unfit to become a **member** and/or **Foundation Qualification Holder** or holder of the **ICAEW CFAB qualification**;
 - that he cease to be a **Provisional Foundation Qualification Holder** or **CFAB Student** and he be ineligible for re-registration as a **Provisional Foundation Qualification Holder** or **CFAB Student** for a specified period not exceeding two years;
 - that for a specified period not exceeding two years he be ineligible to sit for such one or more of **ICAEW's** examinations as may be specified or for any specified part of those examinations;

- d. that he be disqualified from such one or more of **ICAEW's** examinations as may be specified or from any specified part of those examinations, not being an examination or part the result of which was duly notified to him by **ICAEW** before the date of the **order**;
 - e. that he be severely reprimanded;
 - f. that he be reprimanded.
- 22.10 An **order** under this **bye-law** may include such terms and conditions (if any) as the **tribunal** considers appropriate including, in the case of an **order** for exclusion from membership made against a **member**, a recommendation that no application for his readmission be entertained before the end of a specified period and in the case of an order that a **member's practising certificate** be withdrawn indefinitely, that no application for a **practising certificate** be entertained before the end of a specified period.
- 22.11 An **order** under this **bye-law** against a **respondent or respondent firm** may include a direction requiring him (at his own expense) to obtain advice from a specified source and to implement the advice obtained.
- 22.12 In this **bye-law** 'specified', in relation to any **order** or direction under this **bye-law**, means specified in the **order** or direction.

Orders for waiver or repayment of fees or commission

- 23.1 If the **tribunal** appointed to hear **one or more formal complaints** against a **respondent** or **respondent firm** engaged in **public practice** or against a **regulated firm** finds **one or more formal complaints** proved in whole or in part, it may make one or more of the following **orders** against the **respondent** or **respondent firm** namely:
- a. that he shall waive the whole or part of any fee which has been agreed by or invoiced to a client;
 - b. that he shall pay to **ICAEW** the whole or part of any fee which the client has paid;
 - c. that he shall pay to **ICAEW** the whole or part of any sum of money which has been retained by the **respondent** or **respondent firm** in or towards payment of a fee by a client;
 - d. that he shall pay to **ICAEW** a sum assessed by the **tribunal** as the value (in whole or in part) of any commission to which he has become entitled (whether or not it has been received by him) in connection with the facts and matters which are the subject of the **formal complaint** or **formal complaints**.
- 23.2 Before making an **order** under paragraph 1 the **tribunal**
- a. if the **respondent** or **respondent firm** is present or represented before it, shall give him or his **representative** an opportunity to make representations to the **tribunal** with regard to the proposed order;
 - b. if the **respondent** or **respondent firm** is neither present nor represented before it, shall
 - i. adjourn the **hearing** for a reasonable period;
 - ii. serve on him a **notice** describing the **order** it proposes to make under paragraph 1; and
- iii. at the resumed **hearing** give him or his **representative** an opportunity to make representations to the **tribunal**, either orally or in writing, with regard to the proposed **order**.
- 23.3 Where an **order** is made under paragraph 1, the total of
- a. any fees ordered to be waived under paragraph 1(a);
 - b. any sum ordered to be paid under paragraph 1(b);
 - c. any sum ordered to be paid under paragraph 1(c); and
 - d. any sum ordered to be paid under paragraph 1(d)
- shall not exceed £10,000 or such other sum as may from time to time be fixed for the purposes of this paragraph by direction of the **Council**.
- 23.4 The **tribunal** making an **order** under paragraph 1 may include in it such terms or conditions as it thinks fit.
- 23.5 In this **bye-law** 'client' includes a former client.

Remedial orders

- 24.1 If the **tribunal** appointed to hear **one or more formal complaints** against a **respondent** or **respondent firm** engaged in **public practice** or against a **regulated firm** finds **one or more formal complaints** proved in whole or in part, it may make one or more of the following **orders** against the **respondent** or **respondent firm** namely:
- a. that he shall return to any client any books or documents belonging to the client which are not the subject of a lien;
 - b. that, as regards any specified fee, he shall provide the client with such particulars as may be specified;
 - c. that he shall take such steps as may be specified, being steps (other than payment of compensation) which the **tribunal** considers appropriate for the purpose of resolving the issues which gave rise to the **formal complaint** or **formal complaints**.
- 24.2 If the **tribunal** finds **one or more of formal complaints** proved in whole or in part, then, whether it makes any **order** under paragraph 1 or not, the **tribunal**:
- a. may appoint a **member**, **member firm** or **regulated firm** other than the **respondent** or **respondent firm** to undertake or complete any work which the **respondent/respondent firm** had been engaged to perform for a client; and
 - b. if it does so, shall order the **respondent** or **respondent firm** to pay the reasonable fees of that **member**, **member firm** or **regulated firm** for work done as a result of the appointment.
- 24.3 **Bye-law** 23.2 shall apply in relation to the making of any **order** or appointment under paragraph 1 or 2 as it applies in relation to the making of an **order** under **bye-law** 23.1.
- 24.4 In the event of a dispute between the **respondent** or **respondent firm** and a **member**, **member firm** or **regulated firm** appointed under paragraph 2 as to the fees payable by virtue of an **order** under paragraph 2(b), the **tribunal** may either
- a. determine the fees payable; or
 - b. order the parties to the dispute to submit the fees to arbitration in accordance with the directions of the **tribunal**.
- 24.5 The **tribunal** making an **order** under paragraph 1 may

include in it such terms or conditions (if any) as it thinks fit.

- 24.6 A **respondent** or **respondent firm** against whom an **order** has been made under paragraph 1 of **bye-law** 23 requiring him to do all or any of the things mentioned in that paragraph shall be treated for the purposes of paragraph 1(a) of this **bye-law** as having no lien in respect of the fees to which the **order** relates, if those requirements
- cover the whole of those fees; or
 - cover only part of them, and the balance has been paid by the client.
- 24.7 In this **bye-law** 'client' includes a former client; 'specified', in relation to any **order** under this **bye-law**, means specified in the **order**.

Expenses

- 24A.1 If the **tribunal** appointed to hear **one or more formal complaints** against a **respondent** or **respondent firm** finds **one or more formal complaints** proved in whole or in part, it may make an **order** that the **respondent/respondent firm** shall pay a sum to **ICAEW** which will be sufficient to reimburse the **complainant** for such expense as, in the opinion of the **tribunal**, was reasonably and necessarily incurred by the **complainant** in:
- bringing to the attention of or reporting to the **head of staff** any of the facts and matters which constitute the **complaint(s)**; or
 - making written representations to the **head of staff** on any of those facts and matters before the **Investigation Committee** has under **bye-law** 15 decided whether in its opinion the **complaint** or **complaints** disclose a **prima facie case**.
- 24A.2 **Bye-law** 23.2 shall apply in relation to the making of any **order** under paragraph 1 as it applies in relation to the making of an **order** under **bye-law** 23.1.
- 24A.3 Where an **order** is made under paragraph 1, the sum which is ordered to be paid shall not exceed £1,000 sterling or such other sum as may from time to time be fixed for the purposes of this paragraph by the direction of **Council**.
- 24A.4 The **tribunal** making an **order** under paragraph 1 may include in it such terms and conditions as it thinks fit.
- 24A.5 In this **bye-law** and **bye-law** 34B, **complainant** means the person who under **bye-law** 9.1 brought to the attention of, or reported to, the **head of staff** any of the facts and matters which constitute the **complaint** or **complaints**.

Time when tribunal's order takes effect

- 25.1 Subject to the following provisions of this **bye-law**, an **order** made by the **tribunal** appointed to hear **one or more formal complaints** shall, unless the **tribunal** otherwise directs, take effect at the end of the period of 28 days beginning with the date of service of the written record of the **tribunal's** decision on the **respondent/respondent firm** and the **Investigation Committee**.
- 25.2 If within the period referred to in paragraph 1 (or such longer period as may be allowed for service of the **notice** by the Chairman or Vice-Chairman of the

Appeal Committee under **bye-law** 26.1) the **respondent/respondent firm** serves notice of appeal:

- against the **order**; or
 - where applicable, against the **tribunal's** omission to direct that the record of its decision required to be published under **bye-law** 35 shall not include the name of the **respondent/respondent firm**,
- then, subject to paragraph 5, the order shall take effect, if at all, only after the appeal has been determined in accordance with these **bye-laws**.
- 25.3 If within the period referred to in paragraph 1, or such longer period as may be allowed for service of the application under **bye-law** 26A.3, the **Investigation Committee** applies for permission to appeal the decision of the **tribunal** and permission to appeal is granted by the Chairman of the **Appeal Committee** (or Vice-Chairman as the case may be) then, subject to paragraph 5, the **order** shall take effect, if at all, only after the appeal has been determined in accordance with these **bye-laws**.
- 25.4 If permission to appeal is not granted to the **Investigation Committee**, the **order** shall take effect at the end of the period of 14 days beginning with the date on which the **notice** of the Chairman (or Vice-Chairman's) decision is served on the **Investigation Committee** and the **respondent/respondent firm**.
- 25.5 If, before the appeal has been so determined, the **respondent/respondent firm** or the **Investigation Committee** (as the case may be) by **notice** withdraws its appeal
- the **tribunal's order** shall take effect at the end of the period of 14 days beginning with the date on which the **notice** of withdrawal is served on the **PCD Committee Secretary**, and
 - any fines which would have been due for payment before the end of that period if there had been no appeal shall become due at the end of that period.
- 25.6 This **bye-law** does not apply to an **order** for the payment of costs made by the **tribunal** under **bye-law** 33.1.

APPEALS

Right of appeal of the respondent/respondent firm

- 26.1 Subject to **bye-law** 33.5 (in the case of an **order** for exclusion from membership) if a **tribunal** makes an **order** against a **respondent** or **respondent firm**, he may, within the period of 28 days beginning with the date of service of the **tribunal's** written record of decision on the **respondent/respondent firm** and the **Investigation Committee**, or such longer period as the Chairman of the **Appeal Committee** or, failing him, its Vice-Chairman may allow, serve on the **PCD Committee Secretary** notice of appeal:
- against the **order**; or
 - where applicable, against the **tribunal's** omission to direct that the record of its decision required to be published under **bye-law** 35 shall not include the name of the **respondent/respondent firm**.
- 26.2 The **notice** of appeal shall be accompanied by a statement of the **respondent/respondent firm's**

grounds of appeal, which shall comprise one or more of the following only:

- a. that the **tribunal** erred in law or in its interpretation of any **bye-law**, any regulation (whether made by **ICAEW** or otherwise) or relevant technical standard or guidance; or
- b. that the hearing was not conducted fairly due to a serious procedural irregularity; or
- c. that significant, new evidence is available which was not available to the **respondent/respondent firm** at the time of the hearing, and which the **respondent/respondent firm** could not, with reasonable diligence, have been expected to obtain; or
- d. that the **tribunal** based its findings or any **order** on a material mistake of fact or a series of mistakes of fact; or
- e. that the **order** (including any **order** for the award of costs) was unreasonable having regard to all the circumstances made known to the **tribunal** at the hearing.

26.3 The grounds on which the **respondent/respondent firm** may appeal against an **order** include the ground that the amount of any costs ordered by the **tribunal** to be paid by him is excessive (but not the ground that the amount of any costs ordered by it to be paid to him by **ICAEW** is too small).

26.4 The **respondent/respondent firm** shall not, following service of the **notice** of appeal on the **PCD Committee Secretary**, amend the grounds of appeal specified under paragraph 2, except with the leave of the **panel** appointed under **bye-law** 27 to hear the appeal.

26.5 The **panel** may, at any time and of its own volition, amend the statement of grounds of appeal set out in the **respondent/respondent firm's notice** of appeal.

26.6 A **respondent/respondent firm** may withdraw a **notice** of appeal by serving on the **PCD Committee Secretary** **notice** to that effect.

26.7 If, following the period allowed for service of the **notice** of appeal under paragraph 1, the **respondent/respondent firm** serves on the **PCD Committee Secretary** a written application (in the prescribed form) for **permission** to serve **notice** of appeal under that paragraph notwithstanding the expiration of that period, then

- a. the Chairman of the **Appeal Committee** or, failing him, its Vice-Chairman shall as soon as practicable appoint a panel (constituted as prescribed) to consider the application in accordance with the procedure prescribed for such panels, and
- b. the panel may give the **respondent/respondent firm** **permission** to serve **notice** of appeal under paragraph 1 within the period of 28 days beginning with the date on which **notice** of the panel's decision is served on him at an address specified by him in his application.

26.8 **Permission** shall not be given under paragraph 7(b) unless the panel is satisfied that the **respondent/respondent firm** could not reasonably have been expected to serve **notice** of appeal within the period originally allowed by paragraph 1.

26.9 Where, in the case of an **order** made by a **tribunal**

against a **respondent/respondent firm**, **permission** to serve **notice** of appeal out of time is given under paragraph 7(b)

- a. the **order** shall be treated for the purposes of the **bye-laws** as if its date were the date of service on the **respondent/respondent firm** of **notice** of the panel's decision as mentioned in paragraph 7(b), and references to the date of that **order** shall be construed accordingly;
- b. the provisions of the **bye-laws** shall have effect in relation to that **order** subject to such directions as may be given by the panel giving that **permission**, being directions which the panel consider necessary for the purpose of adapting or supplementing those provisions so as to fit the circumstances resulting from the giving of that **permission**.

26.10 In this **bye-law** 'prescribed' means prescribed by **regulations**.

Right of appeal of the Investigation Committee

26A.1 The **Investigation Committee** may appeal against an **order** of a **tribunal** dismissing a **formal complaint** or **formal complaints** if it considers either that:

- a. the **tribunal** erred in law or in its interpretation of any **bye-law**, any regulation (whether made by **ICAEW** or otherwise) or relevant technical standard or guidance; or
- b. the **tribunal** based its findings on a material mistake of fact or a series of mistakes of fact; or
- c. significant, new evidence is available which was not available at the time of the **hearing** of the **tribunal**,

and provided also that it is satisfied that an appeal is in the public interest and is necessary to uphold the integrity of **ICAEW's** disciplinary and/or regulatory function.

26A.2 A sub-committee of the **Investigation Committee** shall be responsible for determining whether an application for **permission** to appeal may be made in accordance with the grounds set out in paragraph 1.

26A.3 The **Investigation Committee** may, within 28 days beginning with the date on which the written record of the **tribunal's** decision is served on the **Investigation Committee** and the **respondent/respondent firm** (or such longer period as the Chairman of the **Appeal Committee** or, failing him, the Vice-Chairman may within that period allow) serve on the **PCD Committee Secretary** an application seeking **permission** to appeal the **order** of the **tribunal**.

26A.4 If the **PCD Committee Secretary** receives an application for **permission** to appeal in accordance with paragraph 3, the **PCD Committee Secretary** shall notify the **respondent/respondent firm** of the application within 5 days beginning with the date of receipt of the application for information only. The **PCD Committee Secretary** shall forward a copy of the application and any supporting evidence and/or documentation to the Chairman of the **Appeal Committee** (or, failing him the Vice-Chairman of that committee) within the same period.

26A.5 If **Investigation Committee** does not apply for **permission** to appeal the **order** of the **tribunal** within

the period specified in paragraph 3, the *tribunal's order* shall take effect in accordance with *bye-law* 25.1.

- 26A.6 An application for permission to appeal in accordance with paragraph 3 shall be determined by the Chairman of the *Appeal Committee* (or, failing him, the Vice-Chairman) within 14 days beginning with the date of receipt of the application for permission to appeal. The *Appeal Committee* Chairman (or, where relevant, the Vice-Chairman) shall only grant the application for permission to appeal if he is satisfied that the appeal may be brought on one or more of the grounds set out in paragraphs 1(a), (b) or (c). It shall not be necessary for the *Appeal Committee* Chairman (or, where relevant, the Vice-Chairman) to decide whether the appeal is in the public interest and necessary to uphold the integrity of *ICAEW's* disciplinary and/or regulatory function.
- 26A.7 If a *panel* is appointed to hear an appeal in accordance with *bye-law* 27.1, the grounds on which the appeal is being brought by the *Investigation Committee* may only be amended with the *panel's* permission or at its direction.
- 26A.8 The *Investigation Committee* may at any time serve on the *PCD Committee Secretary* a *notice* withdrawing the application for permission to appeal or its appeal.

Panels

- 27.1 As soon as practicable after the receipt by the *PCD Committee Secretary* of a *notice* and grounds of appeal from the *respondent* or *respondent firm* under *bye-law* 26, or a decision is made to grant permission to the *Investigation Committee* to appeal under *bye-law* 26A.6, the Chairman of the *Appeal Committee* or, failing him, its Vice-Chairman shall appoint a *panel* to hear the appeal.
- 27.2 Subject to paragraph 7, a *panel* so appointed shall consist of
- a chairman, being either the Chairman or the Vice-Chairman of the *Appeal Committee* or, if neither of them is available to sit, another person (whether a member of the *Appeal Committee* or not) who is either a barrister or a solicitor;
 - two members of the *Appeal Committee* who are *members* of *ICAEW*; and
 - two members of the *Appeal Committee* who are *lay members*.

In the case of appeals of *legal service complaints*, while still being chaired by either the Chairman or the Vice-Chairman of the *Appeal Committee*, the panel must have a majority of members who are *lay members*.

- 27.3 If any member of the *panel*, other than its chairman
- is for any reason unable to attend the *hearing* or any adjourned *hearing* of the appeal; or
 - is in the course of the *hearing* unable to continue so to attend,
- the *panel* will no longer be quorate and the case will have to be re-heard in full by a new *panel* pursuant to paragraph 2.
- 27.4 If at any time during the *hearing* of an appeal the chairman of the *panel* appointed under paragraph 1 is for any reason of the opinion that it is impracticable or would be contrary to the interests of justice for the

hearing to be completed by that *panel*, he shall so inform the Chairman or, failing him, the Vice-Chairman of the *Appeal Committee* who shall thereupon direct that the appeal be re-heard by a new *panel* so appointed.

- 27.5 The *Appeal Committee* may appoint a barrister or solicitor to act as legal assessor at the *hearing*.
- 27.6 Where a new *panel* is appointed pursuant to paragraphs 3 or 4, no member of the original *panel* may be appointed as a member of the new one; but a person appointed as a legal assessor may continue to act at any re-hearing of the appeal.
- 27.7 *Regulations* may provide for a *panel* to be constituted other than as required by paragraph 2 if a different constitution is prescribed or approved by a *relevant authority*.

Hearing of appeals

- 28.1 As soon as practicable after the appointment under *bye-law* 27.1 of a *panel* to hear an appeal, the *PCD Committee Secretary* shall serve on the *respondent/respondent firm* a *notice* stating the time and place fixed for the *hearing*.
- 28.2 The *respondent/respondent firm* may appear before the *panel* in person or by a *representative*.
- 28.3 The *panel* shall give the *respondent/respondent firm* or his *representative* a reasonable opportunity of being heard before it.
- 28.4 If the *respondent/respondent firm* does not attend and is not represented at the *hearing* then, provided that the *panel* is satisfied that the *notice* required by paragraph 1 was served on him, the *panel* may hear the appeal in his absence.
- 28.5 If the *respondent/respondent firm* or his representative so requests, the *hearing* of the appeal shall be held in public; but notwithstanding such a request, the *panel* may exclude the press and public from all or part of the *hearing* in circumstances in which Article 6 of the European Convention on Human Rights permits this.
- 28.6 The *Investigation Committee* may appoint the *head of staff* or any *member* of *ICAEW*, or may instruct a barrister or solicitor, to appear on behalf of the Committee at the *hearing* of the appeal.

Powers of panel on appeal

- 29.1 On an appeal under *bye-laws* 26.1 or 26A.3 against an *order* made in relation to one or more *formal complaints*, the *panel* appointed to hear the appeal
- shall consider any parts of any *formal complaint* which were found proved or disproved by the *tribunal*, as the case may be;
 - shall consider the record of the evidence given before, and the documents produced to, the *tribunal* at the *hearing*;
 - may, if it thinks fit, re-hear any witness who gave oral evidence before the *tribunal*; and
 - may on special grounds (as to which the *panel* shall be the sole judge) receive fresh evidence.
- 29.2 On such an appeal, the *panel* may by *order*
- affirm, vary or rescind the finding of the *tribunal* in relation to any *formal complaint* or any part of any *formal complaint*;
 - affirm, vary or rescind any *order* of the *tribunal*;

- c. substitute for any **order** or **orders** such other **order** or **orders** as it thinks appropriate, being in every case an order which the **tribunal** might have made on the **formal complaint or formal complaints**;
 - d. include in any substituted **order** such terms and conditions, if any, as the **panel** thinks appropriate including, in the case of an **order** for the exclusion of a **member** from membership, a recommendation that no application for his readmission be entertained before the end of a period specified in the **order**;
 - e. direct that the record of the **tribunal's** decision to be published under **bye-law** 35 shall not include the name of the **respondent/respondent firm**;
 - f. direct that the **formal complaint or formal complaints** shall be re-heard by a new **tribunal** appointed under **bye-law** 19.1.
- 29.3 An **order** made by a **panel** on an appeal under **bye-laws** 26.1 or 26A.3 shall take effect on the date of the **order** unless the **panel** directs that it shall take effect as from some later date specified in the **order**.

INTERVENTION ORDERS

Intervention orders

- 30.1 Where, whether in the course of considering a **complaint or complaints** or not, the **Investigation Committee** is of the opinion that a **member** engaged in **public practice**
- a. has appeared before a court of competent jurisdiction charged with an indictable offence and has either
 - i. been remanded in custody on that charge; or
 - ii. pleaded guilty to or been found guilty of such an offence;
 - b. has been excluded from membership of any body (other than **ICAEW**) mentioned or referred to in **bye-law** 7.2(a);
 - c. is a sole practitioner who has abandoned his **practice**; or
 - d. is a member of a partnership or **director** of a body corporate which was engaged in **public practice**, but whose **principals** have all abandoned the **practice**,
- the Committee may (subject to paragraph 3 and, where it applies, paragraph 7) make against him one or more of the **orders** available against him under paragraph 2.
- 30.2 The **orders** available against a **member** are
- a. that his **practising certificate** be suspended for such period (not exceeding two years) as the **Investigation Committee** considers appropriate in all the circumstances;
 - b. that he shall not take on any new clients;
 - c. that in respect of his professional activities he shall execute, in such terms as the **Investigation Committee** may specify in the **order**, a power of attorney or an enduring power of attorney in favour of another **member** designated by the **Investigation Committee** (in this paragraph referred to as 'the substitute');
 - d. that he shall instruct his bank that cheques drawn on his client bank account are not to be honoured unless signed or counter-signed by the substitute;
 - e. that he shall provide the substitute with an account of all client account money;
 - f. that he shall hand over to the substitute all books and documents concerning any of his clients and divert his professional mail to the substitute's **registered address**.
- 30.3 Where a **member** is engaged in **public practice**
- a. as a partner in a partnership in which one or more of the other partners are **members** so engaged; or
 - b. as a **director** of a body corporate one or more of whose other **directors** are **members** so engaged, an **order** under this **bye-law** (other than one confined to suspending his **practising certificate**) shall not be made against him unless it is also made against each other partner or **director** so engaged who is a **member**.
- 30.4 For the purposes of this **bye-law** a **member** shall, unless the contrary is proved, be presumed to have abandoned the **practice** of which he is a **principal** if
- a. it appears to the **Investigation Committee** that he has, without reasonable explanation, been continuously absent from all offices of the **practice** for at least 30 days; or
 - b. he has persistently failed to respond to efforts to contact him at his **registered address**.
- 30.5 An **order** under this **bye-law**
- a. may be framed so as to be in force indefinitely or for a specified period or until the occurrence of a specified event; and
 - b. may include such terms and conditions (if any) as the **Investigation Committee** thinks fit.
- 30.6 Where the **Investigation Committee** has made an **order** against a **member** under this **bye-law**, it may on a written application made by him or on its own initiative
- a. by **order** discharge the **order** or vary it (whether so as to prolong its operation or in any other way); or
 - b. if the **order** has ceased to have effect, make a fresh **order** under this **bye-law**.
- 30.7 Before making an **order** against a **member** under this **bye-law** or taking any action under paragraph 6 the **Investigation Committee** shall
- a. serve on the **member** concerned a **notice** describing (with reasons) the action it proposes to take; and
 - b. give him a reasonable opportunity to make written representations to it and, if he so requests, give him or his **representative** a reasonable opportunity to make oral representations to it.
- 30.8 Paragraph 7 shall not apply if, in the opinion of the **Investigation Committee**, delay in taking action under paragraphs 1 to 5 or paragraph 6 would seriously prejudice the interests of any person, whether a client of the **member** concerned or not; but where the Committee acts by virtue of this paragraph without having done as provided in paragraph 7, it shall promptly
- a. serve on the **member** concerned a **notice**

- describing (with reasons) the action it has taken;
- b. give him a reasonable opportunity to make written representations to it and, if he so requests, give him or his **representative** a reasonable opportunity to make oral representations to it; and
 - c. reconsider the action taken by it in the light of any representations so made.
- 30.9 As soon as practicable after making any **order** under this **bye-law** the **Investigation Committee** shall serve a copy of the **order** on the **member** concerned.
- 30.10 Where the **Investigation Committee** makes any **order** under this **bye-law**, it shall cause a statement to that effect to be published, as soon as practicable, in such manner as it thinks fit.
- 30.11 Except insofar as the **Investigation Committee** in its absolute discretion otherwise directs, a statement published under paragraph 11 shall
- a. state the name of the **member** against whom the **order** was made; and
 - b. describe the **order** or **orders** made against him, but need not include the name of any other person or body concerned.

Appeals against intervention orders

- 31.1 If the **Investigation Committee** makes an **order** against a **member** under **bye-law** 30 (intervention orders), he may within the period of 28 days beginning with the date of the **order** serve on the **head of staff** notice of appeal
- a. against the **order**; or
 - b. where applicable, against the Committee's omission to direct that the statement required to be published under **bye-law** 35 (as applied by the following provisions of this **bye-law**) shall not include the name of the **member**.
- 31.2 The provisions of these **bye-laws** mentioned in column 1 of the table set out in paragraph 6 (which relate to appeals against **orders** made by **tribunals**) shall apply in relation to appeals under paragraph 1 of this **bye-law** as if references in those provisions to a **tribunal**, to an **order** made by a **tribunal** (on a **formal complaint** or **formal complaints**) and to the **respondent/respondent firm** were respectively references to the **Investigation Committee**, to an **order** made by it under **bye-law** 30, and to the **member** against whom that **order** was made.
- 31.3 In their application by virtue of paragraph 2 the provisions mentioned in column 1 of that table shall have effect subject to any further modifications specified in column 2 of the table.
- 31.4 On an appeal under paragraph 1 the **panel** appointed to hear the appeal may, whether the appeal is successful or not, **order** the **member** concerned to pay **ICAEW** by way of costs of the appeal such sum as the **panel** may in its absolute discretion determine.
- 31.5 Any costs ordered under paragraph 4 shall, unless a longer period for payment (whether by instalments or not) is allowed by **order** of the **panel**, be paid within the period of 28 days beginning with the date of the **order**; and paragraphs 8 and 9 of **bye-law** 33 (time for payment of costs) shall apply in relation to any costs or instalment of costs payable under this **bye-law** as if

references to that **bye-law** and to paragraph 8 of it were references to this **bye-law** and this paragraph respectively.

31.6 The following is the table referred to above

(1)	(2)
the definition of 'representative' in bye-law 1.2	-
bye-law 26.2,	-
bye-law 26.4 to 9	-
bye-law 27	-
bye-law 28	-
Bye-law 29	<ol style="list-style-type: none"> a. in paragraph 2(c), for 'on the formal complaint or formal complaints' substitute 'under bye-law 30'; b. in paragraph 2(e), for 'record of the tribunal's decision' substitute 'statement'; and c. for paragraph 2(f) substitute 'direct that the matter shall be referred back to the Investigation Committee for reconsideration'.
bye-law 35	<ol style="list-style-type: none"> a. for any reference to a record of a tribunal's decision substitute a reference to a statement; b. in paragraph 2, for the words from 'Where' to 'in part' substitute 'Where, on an appeal, a panel rescinds an order made under bye-law 30'; c. in paragraph 3, omit 'the tribunal or, as the case may be,'; d. in paragraph 4, for '26.1' substitute '31.1'; e. in paragraphs 5 and 6 omit 'tribunal or' (3 times).

FINES AND COSTS

Time limits for payment of fines

- 32.1 Subject to paragraph 2, a fine imposed by an **order** of a **tribunal** appointed to hear **one or more formal complaints** shall, unless a longer period for payment (whether by instalments or not) is allowed by the **order**, be paid within the period of 35 days beginning with the date of **service of the tribunal's written record of decision on the respondent/respondent firm**.
- 32.2 If the **respondent/respondent firm** gives **notice** of appeal against the **order** of the **tribunal** within the period allowed by **bye-law** 26.1, the fine shall not become payable until the appeal has been determined under these **bye-laws**, and shall then be payable, if at all, in accordance with the following provisions of this **bye-law**.
- 32.3 A fine
- a. which is imposed by an **order** of a **panel** under these **bye-laws**; or
 - b. which, having been imposed by a **tribunal** under these **bye-laws**, is on appeal affirmed or varied in amount by an **order** of a **panel** under these **bye-laws**,

shall be paid within the period of 28 days beginning with the date of the **order** unless a longer period for payment (whether by instalments or not) is allowed by the **order** of the **panel**.

- 32.4 Any fine or instalment of a fine imposed under these **bye-laws** must be received by **ICAEW** before the close of business on the last day of the period allowed by or under these **bye-laws** for its payment (or, if that day is not a business day, before the close of business on the next business day).
- 32.5 Where
- a fine imposed by these **bye-laws** is payable by instalments; and
 - any instalment is not duly received by **ICAEW** as required by paragraph 4,
- the whole of that fine or, as the case may be, so much of it as then remains unpaid shall become due for payment in accordance with paragraph 4 as if the last day of the period allowed for the payment of that instalment were the last day of the period allowed for the payment of the whole fine.

Powers of tribunals and panels as to costs

- 33.1 If the **tribunal** finds that one or more **formal complaints** have been proved in whole or in part, it may order the **respondent** or **respondent firm** to pay to **ICAEW** by way of costs such sum as the **tribunal** may determine.
- 33.1A If the **tribunal** dismisses all **formal complaints** as unproved, it may order **ICAEW** to pay to the **respondent** or **respondent firm** by way of costs such sum as the **tribunal** may, in its absolute discretion, determine, up to such limit as prescribed from time to time in **regulations**. If the **respondent** or **respondent firm's** costs exceed the prescribed limit, a **tribunal** may order **ICAEW** to pay a higher amount if it finds that either:
- the **formal complaint** has, or the **formal complaints** have, been brought in bad faith; or
 - no reasonable person would have brought or pursued that **formal complaint** or those **formal complaints**.
- 33.1B If the circumstances in paragraphs 1A(a) and (b) do not apply, but the **tribunal** considers that the **respondent** or **respondent firm's** costs have been significantly increased as a result of one or more **formal complaints** being very poorly handled, it may order **ICAEW** to pay to the **respondent** or **respondent firm** by way of costs a sum which, in the opinion of the **tribunal**, reflects the additional costs which should not have been incurred by the **respondent** or **respondent firm**.
- 33.2 Any costs ordered under paragraph 1 shall, unless a longer period for payment (whether by instalments or not) is allowed by the **order**, be paid within the period of 35 days beginning with the date of **service** of the **tribunal's** written record of decision on the **respondent/respondent firm**.
- 33.3 If, within the period allowed by **bye-law** 26.1, the **respondent/respondent firm** serves **notice** of appeal against an **order** for payment of costs made under paragraph 1 of this **bye-law**, then, subject to paragraphs 4 and 5 of this **bye-law**, those costs shall not become payable until the appeal has been determined under these **bye-laws**, and shall then be payable, if at all, in accordance with the following provisions of this **bye-law**.
- 33.4 If, before the appeal has been so determined, the **respondent/respondent firm** by **notice** withdraws the **notice** of appeal
- the **tribunal's order** for payment of costs shall take effect at the end of the period of 14 days beginning with the date on which the **notice** of withdrawal is served on the **PCD Committee Secretary**; and
 - any costs which would have been due for payment before the end of that period if there had been no appeal shall become due at the end of that period.
- 33.5 A **notice** of appeal under **bye-law** 26.1 against an **order** that the **respondent** be excluded from membership shall be of no effect unless any costs ordered by the **tribunal** under paragraph 1 (or such part of those costs as may be determined by the Chairman of the **Appeal Committee** or, failing him, by its Vice Chairman, on the written application of the **respondent**) are paid on or before the giving of the **notice**; but any costs so paid shall be repaid if and so far as their amount is reduced or cancelled by the **panel** on the appeal.
- 33.6 On an appeal by a **respondent** or **respondent firm** against an **order** made by a **tribunal**, the **panel** appointed to hear the appeal may:
- by **order** reduce or cancel the amount of any costs ordered by the **tribunal** to be paid by the **respondent/respondent firm**;
 - if the appeal is unsuccessful, order the **respondent/respondent firm** to pay to **ICAEW** by way of costs of the appeal such sum as the **panel** may in its absolute discretion determine;
 - if it finds all **formal complaints** unproved, order **ICAEW** to pay to the **respondent** or **respondent firm** by way of costs such sum as the **panel** may, in its absolute discretion, determine, up to such limit as prescribed from time to time in **regulations**.
 - if it dismisses all **formal complaints** as unproved and finds that either:
 - the **formal complaint** has, or the **formal complaints** have, been brought in bad faith; or
 - no reasonable person would have brought or pursued that **formal complaint** for those **formal complaints**,
order **ICAEW** to pay to the **respondent/respondent firm** a sum by way of costs in excess of the prescribed limit.
- 33.6A If the circumstances in paragraphs 6(d)(i) and (ii) do not apply, but the **panel** considers that the **respondent** or **respondent firm's** costs have been significantly increased as a result of one or more **formal complaints** being very poorly handled, it may order **ICAEW** to pay to the **respondent** or **respondent firm** by way of costs a sum which, in the opinion of the **panel**, reflects the additional costs which should not have been incurred by the **respondent** or **respondent firm**.
- 33.6B On an appeal by the **Investigation Committee** against an **order** made by a **tribunal**, the **panel** shall, if the

appeal is unsuccessful, order *ICAEW* to pay to the *respondent* or *respondent firm* by way of costs a sum which, in the opinion of the *panel*, reflects the additional, reasonable costs incurred by the *respondent* or *respondent firm* in defending the appeal.

- 33.6C On an appeal by the *Investigation Committee* against an *order* made by a *tribunal*, the *panel* may, if the appeal is successful, order the *respondent* or *respondent firm* to pay to *ICAEW* by way of costs such sum as reflects the reasonable costs incurred by *ICAEW* up to and including the *tribunal* hearing only.
- 33.7 Any costs ordered by the *panel* under paragraph 6(b), together with
- any unpaid costs ordered by the *tribunal* under paragraph 1; or
 - so much (if any) of those unpaid costs as remains payable after any reduction or cancellation under paragraph 6(a),
- shall, unless a longer period for payment (whether by instalments or not) is allowed by *order* of the *panel*, be paid within the period of 28 days beginning with the date of the *order* of the *panel*.
- 33.8 Any costs or instalment of costs payable to *ICAEW* under this *bye-law* must be received by *ICAEW* before the close of business on the last day of the period allowed by or under this *bye-law* for payment (or, if that day is not a business day, before the close of business on the next business day).
- 33.9 Where
- any costs ordered by these *bye-laws* are payable by instalments; and
 - any instalment is not duly received by *ICAEW* as required by paragraph 8,
- the whole of those costs or, as the case may be, so much of them as then remains unpaid, shall become due for payment in accordance with paragraph 8 as if the last day of the period allowed for the payment of that instalment were the last day of the period allowed for the payment of the whole of those costs.

Liability for fines and costs payable by respondent firms

- 34.1 Where a *respondent firm* has been ordered to pay any fine or costs under these *bye-laws*, the following provisions of this *bye-law* apply.
- 34.2 Any *respondent* or former *respondent* who at, or at any time since, the relevant time:
- was a *director* of or a partner in the *firm*; or
 - as a sole practitioner, himself constituted the *firm*,
- shall be liable for the full amount of the fine or costs in question; and where two or more persons are so liable under this paragraph, they shall be jointly and severally liable.
- 34.3 If any *respondent* or former *respondent* fails to pay on demand any amount which he is liable to pay under paragraph 2, the failure shall have the same consequences under the *bye-laws* as it would if the fine or costs had been imposed on him individually.
- 34.4 In this *bye-law* 'the relevant time' has the same meaning as in the definition of '*firm*' contained in *bye-law* 1.2.

REFUND OF FEES, COMMISSION AND EXPENSES

Time limit for payment of fees, commission and expenses

- 34A *Bye-law* 32 (time limits for payment of fines) shall apply in relation to an *order* for the payment of a sum under *bye-law* 23.1 or *bye-law* 24A.1 as it applies in relation to an *order* for the payment of fines.

Refund of sums to complainants

- 34B When any sum of which payment is ordered under *bye-law* 23.1 or *bye-law* 24A.1 is paid to *ICAEW*, *ICAEW* shall pay the same sum to the client (if ordered under *bye-law* 23.1) or to the *complainant* (if ordered under *bye-law* 24A.1) within 21 days.

PUBLICITY

Publication of findings and other orders

- 35.1 Subject to paragraphs 2 and 4, where a *tribunal* or *panel* makes any finding or other *order* under these *bye-laws*, it shall cause a record of its decision to be published, as soon as practicable, in such a manner as it thinks fit.
- 35.2 Where a *tribunal* dismisses all *formal complaints*, or, on an appeal, a *panel* decides that all *formal complaints* have been proved neither in whole nor in part, it shall only cause a record of its decision to be published if the *respondent/respondent firm* so requests.
- 35.3 Unless the *tribunal* or, as the case may be, the *panel* otherwise directs, a record of its decision published under this *bye-law* shall state the name of the *respondent/respondent firm* and describe the finding and the other *order* or *orders* (if any) made against him, but need not include the name of any other person or body concerned in the *formal complaint(s)* or appeal.
- 35.4 A *tribunal* shall not cause a record of its decision to be published under paragraph 1 until the period allowed by *bye-law* 26.1 for giving *notice* of appeal against the *order* has expired; and if *notice* of appeal is given under *bye-law* 26, then, unless the appeal is abandoned
- no record of the *tribunal's* decision shall be published under paragraph 1, but
 - subject to paragraph 2, a record of the *panel's* decision on the appeal shall be so published.
- 35.5 Notwithstanding paragraphs 2 and 4, a *tribunal* or *panel* may cause a record of its decision to be published at any time if in its opinion publication is desirable in view of any statement or comment made in the public domain.
- 35.6 The restrictions imposed by the preceding provisions of this *bye-law* on publication of a record of the decision of a *tribunal* or *panel* shall not apply if the *hearing* by the *tribunal* or *panel* (as the case may be) was held wholly or partly in public.
- ##### Publicity for the disciplinary process
- 36.1 Notwithstanding anything in these *bye-laws* if, at any time, the *Investigation Committee* considers a public statement is necessary to maintain public confidence in *ICAEW's* disciplinary and/or statutory function, the *Investigation Committee* may make such public statements as it thinks fit concerning:

- a. any matter relating to or connected with the performance by **ICAEW** of any of its **disciplinary** or statutory functions; or
- b. the reasons why any facts or matters brought to the attention of the **head of staff** in accordance with **bye-law** 9.1, or any **complaint**, do not give rise to a potential liability or liability to disciplinary action under the **bye-laws**; or
- c. any matter relating to or connected with the performance by the **Investigation Committee** of its functions under **bye-law** 30 (**intervention orders**).
- 36.2 The power to make statements under paragraph 1 shall be exercised in accordance with such guidelines as the **Council** may issue from time to time.
- 36.3 The Chairman of the **Investigation Committee** may authorise the disclosure to a **complainant** of information concerning any proceedings brought or to be brought before the **Investigation Committee** or a **tribunal** or **panel**.
- 36.4 An authorisation under paragraph 3 may be given subject to any restrictions which the Chairman of the **Investigation Committee** thinks appropriate.
- 36.5 A **hearing** of a **formal complaint(s)** or appeal may be held in public if the **Council** has authorised it to be so held; and an authorisation under this paragraph may
- a. relate to a particular case, to cases of one or more classes, or to cases generally; and
- b. may be given subject to any restrictions which the **Council** thinks appropriate.
- 36.6 Paragraph 5 does not affect a **panel's** duty under **bye-law** 28.5 to hear an appeal in public if so requested by the **respondent/respondent firm** or his **representative**, or its power under **bye-law** 28.5 to exclude the press and public in the circumstances there mentioned.
- 36.7 Where any **hearing** is held in public by virtue of an authorisation under paragraph 5, the chairman of the **tribunal** or **panel** may exclude the press and public from all or part of the proceedings if it appears to him desirable to do so in the interests of justice or for any other special reason.
- 36.8 In this **bye-law** 'statutory functions' means powers and duties conferred or imposed by or under any Act of Parliament or by or under any legislation (wherever in force) for the time being designated in **regulations**.
- 37.2 At any time after the **head of staff** has decided that a matter is a **complaint or complaints** as defined in **bye-law** 9.3 and the **respondent** has been notified of the commencement of an investigation of that **complaint** or those **complaints**, the **respondent** may request, by written **notice** to the **PCD Committee Secretary**, a referral to the **Fitness Committee** if he believes that his fitness to participate in disciplinary proceedings and/or professional competence might be seriously impaired through his **physical or mental health**. A current medical report must be provided with the request for a referral to the **Fitness Committee**. The **PCD Committee Secretary** will serve **notice** of acknowledgement of the request for a referral on the **respondent** or his representative within 7 days of receipt.
- 37.3 Where the **PCD Committee Secretary** receives a request in accordance with paragraph 1, he shall notify the **respondent** that a referral to the **Fitness Committee** has been made and shall provide the **respondent** with the facts and evidence relied on for the referral and shall request that the **respondent**:
- a. indicate in writing within 14 days of receipt of the **notice** whether he agrees or objects to the referral to the **Fitness Panel** and give him the opportunity to make representations on the matters raised;
- b. attend a medical examination by a suitably qualified medical expert instructed by **ICAEW** to prepare a report for the **Fitness Panel** (such examination to be paid for by **ICAEW**) and that he provide consent for the medical expert to access his medical records to assist with that examination.
- 37.4 Where the **PCD Committee Secretary** receives a request in accordance with paragraph 2, and the **PCD Committee Secretary** considers it appropriate for an additional medical report to be provided, the **PCD Committee Secretary** shall request that the **respondent** attend a medical examination by a suitably qualified medical expert instructed by **ICAEW** to prepare a report for the **Fitness panel** (such examination to be paid for by **ICAEW**) and that he provide consent for the medical expert to access his medical records to assist with that examination.
- 37.5 Upon the service of a **notice** under paragraphs 1 or 2 the investigation or prosecution of the **complaint or complaints** will be automatically suspended until a decision is made concluding the Fitness proceedings.
- 37.6 After the expiry of 14 days from the service of the **notice** under paragraphs 1 or 2, the **PCD Committee Secretary** shall provide the facts and evidence supporting the referral to the **Fitness Committee** Chairman together with any representations received from the **respondent**.
- 37.7 When the **PCD Committee Secretary** receives the report from the medical expert appointed under paragraph 3.b ("the medical report"), he shall provide a copy of this report to the **respondent** and ask for comments and/or representations on this report within 14 days from service of the report. Once 14 days have expired from the service of the report, the **PCD Committee Secretary** shall send a copy of the medical

THE FITNESS PROCESS

Referral

- 37.1 Where, at any time after the **head of staff** has decided that a matter is a **complaint or complaints** as defined in **bye-law** 9.3, it appears either to the **head of staff**, the Chairman of the **Investigation Committee**, the Chairman of a **tribunal** or the Chairman of a **panel** that there are reasonable grounds to believe that the **respondent's** fitness to participate in disciplinary proceedings and/or professional competence might be seriously impaired through his **physical or mental health**, he shall make a written request to the **PCD Committee Secretary** that the **respondent** be referred to the **Fitness Committee** which will determine whether the **respondent** is so impaired.

report and any representations made by the **respondent** to the **Fitness Committee** Chairman for the purpose of determining whether a **Fitness Panel** should be convened.

- 37.8 The **PCD Committee Secretary** shall have the discretion to extend the time for representations to be received from the **respondent** under both paragraphs 3(a) and 7 if he considers such an extension of time is reasonable in the circumstances.
- 37.9 If the **respondent** has either confirmed in writing his refusal to attend for a medical examination or does not attend for a medical examination within a reasonable period (which shall not exceed 3 months), the **PCD Committee Secretary** shall ask the **Fitness Committee** Chairman to consider whether the **respondent** should be referred to the **Fitness Panel** without the benefit of a medical report.
- 37.10 If, upon consideration of the documents and **notices** provided to him by the **PCD Committee Secretary** under paragraphs 6, 7 and 9, and any medical report provided by the **respondent**, the **Fitness Committee** Chairman is of the opinion that there are no reasonable grounds for believing that the **respondent's** fitness to participate in disciplinary proceedings and/or professional competence is seriously impaired through his **physical or mental health**, the **Fitness Committee** Chairman must make such a finding. Upon notification of such a finding, the **PCD Committee Secretary** shall notify such a finding to the **respondent** and the **head of staff**.
- 37.11 Upon a finding being made by the **Fitness Committee** Chairman under paragraph 10, the suspension of the investigation/prosecution of the **complaint or complaints** will end and the **head of staff** shall re-start the investigation/prosecution of the **complaint(s)**.
- 37.12 If, after reviewing the documents and **notices** provided to him by the **PCD Committee Secretary** under paragraphs 6, 7 and 9, and any medical report provided by the **respondent**, the **Fitness Committee** Chairman is of the opinion that there are reasonable grounds to believe that the **respondent's** fitness to participate in disciplinary proceedings or professional competence may be seriously impaired by his **physical or mental health**, the **Fitness Committee** Chairman shall request the **PCD Committee Secretary** to convene a **Fitness Panel** to consider the matter. The **PCD Committee Secretary** shall notify the **respondent** and the **head of staff** of the decision to convene a **Fitness Panel** and the date when the **Fitness Panel** will meet to consider the matter.
- 37.13 There shall be no publicity regarding the decision to convene a **Fitness Panel** or the date when the **Fitness Panel** shall meet to consider the matter, but the **head of staff** shall be entitled to inform the **complainant** that the matter has been referred to the **Fitness Panel** for consideration and that the investigation/prosecution of the **complaint or complaints** has been suspended until a decision has been made concluding the fitness proceedings.
- 37.14 If the **respondent** disputes the determination made by the **Fitness Committee** Chairman under paragraph 10, he must inform the **PCD Committee Secretary** in writing within 14 days of the date of receiving **notice** of

the decision. If such written **notice** is received within the 14 day period, the **PCD Committee Secretary** shall convene a **hearing** of a **Fitness Panel** to consider whether the **respondent's** fitness to participate in disciplinary proceedings and/or professional competence is seriously impaired by his **physical or mental health**.

- 37.15 When the **Fitness Committee** Chairman receives the facts and evidence under paragraph 6 of a referral, the **Fitness Committee** Chairman shall have the power, by **notice** served on the **respondent**, to call for such information and explanations as he considers necessary to enable him to carry out his functions under this **bye-law**. It shall be the duty of any **respondent** on whom such a **notice** is served, to cooperate with the **Fitness Committee** Chairman, or persons to whom he has delegated his powers under these **bye-laws**, and to comply with the **notice** within 14 days of receipt or such longer period as the **Fitness Committee** Chairman may allow.
- 37.16 The **Fitness Committee** Chairman may consider the **respondent's** resignation of his membership, provisional membership or registration instead of appointing a **panel** in accordance with **bye-law** 38, if the resignation is made in writing.
- 37.17 When accepting a resignation from a **respondent** under paragraph 16, the **Fitness Committee** Chairman may:
- order that any future application by the **respondent** for re-registration as a **provisional member, provisional foundation qualification holder** or **CFAB student** be considered by the **Fitness Committee** so that it can make an initial determination as to whether the **respondent's** professional competence is seriously impaired through his **physical or mental health**.
 - impose such conditions as the **Fitness Committee** Chairman considers appropriate, including a recommendation that no application for readmission or re-registration be considered before the end of a recommended period.
 - order that the investigation or prosecution of the **complaint or complaints** lay on file.

Convening a Fitness Panel

- 38.1 When the **Fitness Committee** Chairman requests the **PCD Committee Secretary** to convene a **Fitness Panel** under paragraph 12 of **bye-law** 37 he, or failing him, the Vice-Chairman of the **Fitness Committee** shall:
- appoint three members of the **Fitness Committee**, one of them being a **member of ICAEW** and two not being accountants, as a **Panel** of the **Fitness Committee** to hear that matter; and
 - appoint one of the three, being a non-accountant, as Chairman of the **Fitness Panel**.
- 38.2 If, in the case of the **Fitness Panel** so appointed, any member of the **Fitness Panel**:
- is for any reason unable to attend the **hearing** or any adjourned **hearing** of the referral; or
 - is in the course of the **hearing** unable to continue to so attend
- then the **hearing** shall either be adjourned until the

Fitness Panel member can attend or the referral shall be heard or re-heard by a new *Fitness Panel* appointed under paragraph 1.

- 38.3 If at any time during the *hearing* of a referral, the Chairman of the *Fitness Panel* appointed under paragraph 1 is, for any reason, of the opinion that it is impracticable, or would be contrary to the interests of justice, for the *hearing* to be completed by that Panel, he shall inform the *Fitness Committee* Chairman or, failing him, the *Fitness Committee* Vice-Chairman, who shall thereupon direct that the referral be re-heard by a new *Fitness Panel* appointed under paragraph 1.
- 38.4 The *Fitness Panel* shall appoint an independent suitably qualified medical expert to act as a medical assessor at the hearing of the *Fitness Panel*. The medical assessor shall be independent of ICAEW and shall not have produced any of the reports which are to be considered by the *Fitness Panel* at the *hearing*.
- 38.5 If the decision of the *Fitness Panel* is likely to be contested, the *Fitness Panel* shall appoint a barrister or solicitor to act as legal assessor at the hearing of a referral.
- 38.6 Where a new *Fitness Panel* is appointed pursuant to paragraphs 2 and 3, no member of the previous *Fitness Panel* may be appointed as a member of the new one; but a person appointed as a medical or legal assessor may continue to act at the re-hearing.
- 38.7 Regulations may provide for a *Fitness Panel* to be constituted other than as required by paragraph 1 if a different constitution is prescribed or approved by a relevant authority.

Hearing of Fitness Panel

- 39.1 As soon as practicable after the appointment of a *Fitness Panel*, the *PCD Committee Secretary* shall serve on the *respondent* and the *head of staff* the bundle of papers considered by the *Fitness Committee* Chairman in reaching his decision under *bye-law* 37.12 and a *notice* of the time and place fixed for the *hearing* of the *Fitness Panel* which shall not be earlier than 28 days after service of the *notice* of referral.
- 39.2 Upon application by either party in advance of the date fixed for the *hearing*, the Chairman of the *Fitness Panel* may make such directions as he deems necessary to ensure that the *respondent* has access to the *hearing* including, but not limited to:
- a direction that the *hearing* take place in a specific location;
 - a direction that the *respondent* be permitted to attend via videolink or telephone;
 - a direction that an interpreter can be used;
 - a direction that a hearing loop be used.
- 39.3 The *respondent* may appear before the *Fitness Panel* in person or by a *representative*.
- 39.4 The *Fitness Panel* shall give the *respondent* or his *representative* a reasonable opportunity of being heard before it, including the opportunity to provide written representations if the *respondent* is not able to attend in person or by *representative*.
- 39.5 If the *respondent* does not attend, and is not represented at the *hearing*, then, provided that the *Fitness Panel* is satisfied that the *notice* required by paragraph 1 was served on him, the *Fitness Panel* may

hear the referral in his absence.

- 39.6 The *head of staff* may appoint a barrister or solicitor to represent ICAEW before the *Fitness Panel*.
- 39.7 In determining under this *bye-law* whether or not a *respondent's* fitness to participate in disciplinary proceedings and/or professional competence is seriously impaired through his *physical or mental health*, the *hearing* will take place on an inquisitorial (not adversarial) basis and the *Fitness Panel* may consider written representations from the *respondent* and the *head of staff*, written reports and hear oral evidence, as it deems appropriate, including oral evidence from the *respondent*, from an expert witness relied upon by the *respondent* or from a medical examiner appointed under paragraph 3(b) or 4 of *bye-law* 37. However, the absence of a medical report or evidence shall not prevent the *Fitness Panel* from reaching a determination on the basis of the *respondent's* conduct.
- 39.8 The *Fitness Panel* hearing shall take place in private.

Powers of the Fitness Panel

- 40.1 If the *Fitness Panel* is of the opinion that the *respondent's* fitness to participate in disciplinary proceedings and/or professional competence is not seriously impaired through his *physical or mental health*, it shall make a finding to that effect and shall, save for exceptional circumstances, direct that the *head of staff* re-start the investigation or prosecution of the *complaint or complaints* as soon as practicable.
- 40.2 If the *Fitness Panel* is of the opinion that the *respondent's* fitness to participate in disciplinary proceedings and/or professional competence is seriously impaired through his *physical or mental health*, it shall make a finding to that effect and shall, unless it is of the opinion that in the circumstances it is inappropriate to do so, make one or more of the *orders* set out in paragraph 3.
- 40.3 If the *Fitness Panel* makes a finding as set out in paragraph 2, it may make one or more of the following *orders*:
- that any certificate, licence or registration issued to the *respondent* by ICAEW be suspended or be subject to conditions for up to a period of 24 months or until further order of the *Fitness Panel*; and/or
 - that the *respondent's* membership be suspended for a period of up to 24 months or until further order of the *Fitness Panel*; and/or
 - that the *respondent* appoint an alternate for the period of his suspension and notify the *head of staff* and his clients of the identity and contact details of the alternate within a time period set by the *Fitness Panel*; and/or
 - that the *respondent* notify his clients in writing of the suspension within a time period set by the *Fitness Panel* copying this notification to the *head of staff*; and/or
 - that the *respondent*, if he is employed or working in business, notify his employer of his suspension by the *Fitness Panel* within a time period set by the *Fitness Panel* copying this notification to the *head of staff*; and/or

- f. that the **respondent** provide ICAEW within a time period set by the **Fitness Panel** with written confirmation that his professional indemnity insurer is aware of the suspension.
- g. that the investigation or prosecution of the **complaint or complaints** against the **respondent** continues to be suspended concurrent with the period of suspension ordered under a and b above.
- 40.4 An **order** made under paragraph 3 must:
- set a date not more than 24 months from the date of the order of suspension for a **review hearing** to be convened to review the suspension; and
 - set out the nature of the impairment the **Fitness Panel** considers the **respondent** to be suffering from and what steps the **respondent** would need to take in order to be considered to be sufficiently recovered or rehabilitated for the suspension to be lifted; and
 - set a minimum period (recommended period) based on all of the circumstances including the medical evidence and the steps outlined under b, before which an application for the convening of an interim review **hearing** cannot be made with the recommended period starting on the date of the **order** or the date of any unsuccessful appeal against the **order** made under **bye-law 49**.
- 40.5 The **Fitness Panel** may accept the **respondent's** resignation of his membership, provisional membership or registration instead of making an **order** under paragraph 3, if the resignation is made in writing.
- 40.6 When accepting a resignation from a **respondent** under paragraph 5, the **Fitness Panel** may:
- order that any future application by the **respondent** for re-registration as a **provisional member, provisional foundation qualification holder or CFAB student** be considered by the **Fitness Committee** so that it can make an initial determination as to whether the **respondent's** professional competence remains seriously impaired through his **physical or mental health**.
 - impose such conditions as the **Fitness Panel** considers appropriate, including a recommendation that no application for readmission or re-registration be considered before the end of a recommended period.
 - order that the investigation or prosecution of the **complaint or complaints** lay on file.
- 40.7 Any **order** made under paragraph 3 shall be published unless there are exceptional circumstances which justify no publicity. Such publicity shall not state more than the name of the **respondent**, what (if any) suspension or conditions have been imposed upon him and the length of any suspension or conditions.

Consent orders

- 41.1 At any time after a request for a referral is received under paragraph 1 or 2 of **bye-law 37**, the **respondent** may request the **PCD Committee Secretary** to enter into a consent **order** to conclude the fitness proceedings. However, no consent **order** can be entered into without prior approval of the terms of the consent **order** by the **Fitness Committee** Chairman (or

Panel Chairman if so appointed) having considered all available facts and evidence.

- 41.2 Upon receipt of a request under paragraph 1, the **PCD Committee Secretary** shall provide a copy of that request to the **head of staff** and, **provided he agrees to the request**, the **head of staff** may propose a draft consent **order** to conclude the fitness proceedings. Such a consent **order** can propose any or all of the **orders** available to a **Fitness Panel** under **bye-law 40.3**
- 41.3 When the **PCD Committee Secretary** has received the draft consent **order** from the **head of staff**, he shall provide it to the **respondent** making it clear that, even if the **respondent** accepts the terms of the draft consent **order**, it cannot be finalised unless, and until, it is approved by the **Fitness Committee** Chairman or **Panel** Chairman as appropriate.
- 41.4 If the **respondent** confirms his agreement in writing to the terms of the draft consent **order** by signing and returning one copy of the draft consent **order**, the **PCD Committee Secretary** shall provide a copy of the draft consent **order** to the **Fitness Committee** Chairman or **Panel** Chairman (as appropriate) together with all available facts and evidence relating to the conduct or medical condition of the **respondent**.
- 41.5 If, on a review of the draft consent **order** and all available facts and evidence, the **Fitness Committee** Chairman or **Panel** Chairman approves the consent **order** then he shall sign the consent order on behalf of the **Fitness Committee** and that **order** will be final and the **PCD Committee Secretary** shall provide a copy of the final consent **order** to the **respondent** and to the **head of staff**.
- 41.6 If, on a review of the draft consent **order** and all available facts and evidence, the **Fitness Committee** Chairman or **Panel** Chairman does not approve the consent **order** then he shall refuse to make the **order** and shall provide written reasons for his refusal to the **PCD Committee Secretary**, who shall send them to the **head of staff** and the **respondent**.
- 41.7 The fact that a request for a consent **order** has been made shall not delay the processing of the referral or the convening of a **Fitness Panel** to hear an interim or substantive matter under these **bye-laws**.

Applications for interim review

- 42.1 The **respondent** may apply to the **PCD Committee Secretary** for a review of the suspension, condition or other **order** made by the **Fitness Panel** under paragraph 3 of **bye-law 40** earlier than 24 months after the date of the order, provided:
- the recommended period has expired; and
 - no **interim review hearing** has taken place in the previous 6 months; and
 - the application is accompanied by a current medical report confirming that, in the opinion of a suitably qualified medical expert, the **respondent's** fitness to participate in disciplinary proceedings and professional competence is no longer seriously impaired through his **physical or mental health**.

The convening of interim review and review hearings

- 43.1 Where an **order** is made under paragraph 3 of **bye-law 40**, the **PCD Committee Secretary** must convene a

- Fitness Panel* for a *review hearing* no later than 24 months after the date of the *order*.
- 43.2 When the *PCD Committee Secretary* determines that an application has been made in accordance with paragraph 1 of *bye-law 42*, he shall convene a meeting of the *Fitness Panel* for an *interim review hearing* as soon as is practicable to do so.
- 43.3 The *Fitness Panel* convened for an *interim review hearing* or a *review hearing* should comprise the same members who made the original *order* except where one or more members of the original *Fitness Panel* are no longer members of the *Fitness Committee* or where convening the same *Fitness Panel* members would lead to an unreasonable delay in holding the *interim review hearing* or the *review hearing*.
- 43.4 If new *Fitness Panel* members need to be appointed, the *Fitness Committee* Chairman shall appoint replacement members of the *Fitness Panel*, ensuring that the *Fitness Panel* is comprised of one *member* of *ICAEW* and two non-accountant members and that the Chairman of the *Fitness Panel* should be one of the non-accountant members.
- 43.5 If, in the case of a *Fitness Panel* appointed under paragraphs 1 and 2, any member of the Panel:
- is for any reason unable to attend the *interim review hearing* or the *review hearing*; or
 - is, in the course of the *hearing*, unable to continue to so attend
- then the *hearing* shall either be adjourned until the *Fitness Panel* member can attend or, if this would lead to an unreasonable delay, a replacement *Fitness Panel* should be appointed under paragraph 4.
- 43.6 If, at any time, during an *interim review hearing* or a *review hearing*, the Chairman of the *Fitness Panel*, appointed under paragraphs 1 and 2, is for any reason of the opinion that it is impracticable or would be contrary to the interests of justice for the *interim review hearing* or the *review hearing* to be completed by that *Fitness Panel*, he shall inform the *Fitness Committee* Chairman or, failing him, any Vice-Chairman of the *Fitness Committee*, who shall appoint a new *Fitness Panel* to conduct the *interim review hearing* or the *review hearing* under paragraph 4.
- 43.7 The *Fitness Panel* shall appoint an independent suitably qualified medical expert to act as medical assessor at an *interim review* or *review hearing*. The medical assessor shall be independent of *ICAEW* and shall not have produced any of the reports which are to be considered by the *Fitness Panel* at the *hearing*.
- 43.8 The *Fitness Panel* may appoint a barrister or solicitor to act as legal assessor at the *hearing* of an interim review or review application.
- 43.9 Regulations may provide for the *Fitness Panel* to be constituted other than as required by paragraph 3 or 4 if a different constitution is prescribed or approved by a relevant authority.
- 43.10 As soon as is practicable after the convening of a *Fitness Panel* for an *interim review hearing* or a *review hearing*, and no later than 28 days before the date of the *interim review hearing* or a *review hearing*, the *PCD Committee Secretary* shall serve on the *respondent* and the *head of staff*:
- a *notice* specifying the time and place fixed for the *interim review hearing* or *review hearing*;
 - a copy of the original *order* and directions made by the *Fitness Panel* under paragraph 3 of *bye-law 40*;
 - a copy of any interim review application and order and directions made by the *Fitness Panel*;
 - a full copy of the papers considered by the *Fitness Panel* when making the original *order* under paragraph 3 of *bye-law 40* and in considering any interim review application.
- #### Interim review and review hearings
- 44.1 The *respondent* may appear before the *Fitness Panel* in person or by a *representative*.
- 44.2 The *Fitness Panel* shall give the *respondent* or his *representative* a reasonable opportunity of being heard before it, including the opportunity to provide written representations if the *respondent* is not able to attend in person or by *representative*.
- 44.3 If the *respondent* does not attend, and is not represented at the hearing, then, provided that the *Fitness Panel* is satisfied that the *notice* required by paragraph 10 of *bye-law 43* was served on him, the *Fitness Panel* may conduct the *interim review hearing* or the *review hearing* in his absence.
- 44.4 Upon application by either party, the Chairman of the *Fitness Panel* may make such directions as he deems necessary to ensure that the *respondent* has access to the *hearing* including, but not limited to;
- a direction that the *hearing* take place in a specific location;
 - a direction that the *respondent* be permitted to attend via video link or telephone;
 - a direction that an interpreter can be used;
 - a direction that a hearing loop be used.
- 44.5 The *head of staff* may instruct a barrister or solicitor, to represent *ICAEW* before the *Fitness Panel*.
- 44.6 In determining under this *bye-law* whether or not a *respondent's* fitness to participate in disciplinary proceedings/professional competence remains seriously impaired through his *physical or mental health*, the *interim review hearing* and the *review hearing* will take place on an inquisitorial (not adversarial) basis and the *Fitness Panel* may hear oral evidence as it deems appropriate, including oral evidence from the *respondent*, oral or written evidence from an expert witness relied upon by the *respondent* or a medical examiner appointed by *ICAEW* and written representations from the *respondent*. However, the absence of a recent medical report or evidence shall not prevent the *Fitness Panel* from reaching a determination on the basis of the *respondent's* conduct.
- 44.7 All *interim review* and *review hearings* shall take place in private.
- #### Powers of the Fitness Panel on an interim review hearing
- 45.1 If the *Fitness Panel* hearing an interim review application is of the opinion that the *respondent's* fitness to participate in disciplinary proceedings and/or professional competence remains seriously impaired through his *physical or mental health*, it shall make a finding to that effect and *order* that all of the

original **orders** made under paragraph 3 of **bye-law 40** continue until a **review hearing** is convened in accordance with paragraph 1 of **bye-law 43**, or may vary any of the original **orders** made under paragraph 3 of **bye-law 40**, or make additional **orders** available under paragraph 3 of **bye-law 40** as it thinks appropriate in the circumstances.

- 45.2 If the **Fitness Panel** is of the opinion that the **respondent's** fitness to participate in disciplinary proceedings and/or professional competence is no longer seriously impaired by his **physical or mental health**, it shall make a finding to that effect and it may:
- discharge or vary any or all of the original orders made under paragraph 3 of **bye-law 40**;
 - make such **orders** as it considers appropriate, for example, in relation to the **respondent's** continuing professional development.
- 45.3 If an **order** is made to end the suspension of a **respondent's** membership or provisional membership, licence, certificate or registration, the **Fitness Panel** must determine in all of the circumstances of the case whether the investigation or prosecution of the original **complaint or complaints** against the **respondent** should be re-started or whether the **complaint or complaints** should be closed and should make such directions or **orders** as are appropriate to give effect to that determination.

Powers of the Fitness Panel on a review hearing

- 46.1 If the **Fitness Panel** is of the opinion that the **respondent's** fitness to participate in disciplinary proceedings and/or professional competence remains seriously impaired through his **physical or mental health**, it shall make a finding to that effect and it may:
- order that the suspension of the **respondent's** membership or provisional membership and/or any licence, certificate or registration be continued indefinitely or that any conditions imposed be extended indefinitely or until such time that a successful interim review application is made;
 - set a recommended period before the expiry of which no interim review application can be made;
 - accept the **respondent's** resignation of his membership, provisional membership or registration and, in the case of a **provisional member, provisional foundation qualification holder or CFAB student**, order that any future application by the **respondent** for re-registration be considered by the **Fitness Committee** so that it can make an initial determination as to whether the **respondent's** professional competence remains seriously impaired through his **physical or mental health**.
- 46.2 If the **Fitness Panel** is of the opinion that the **respondent's** professional competence is no longer seriously impaired by his **physical or mental health**, it shall make a finding to that effect and it may:
- discharge or vary any or all of the original **orders** made under paragraph 3 of **bye-law 40**;
 - make such **orders** as it considers appropriate, for example, in relation to continuing professional

development.

- 46.3 If an **order** is made to end the suspension of a **respondent's** membership or provisional membership, licence, certificate or registration, the **Fitness Panel** must determine in all of the circumstances of the case whether the investigation or prosecution of the original **complaint or complaints** against the **respondent** should be re-started or whether the **complaint or complaints** should be closed.
- 46.4 An **order** made under paragraph 1 must contain details of the nature of the impairment the **Fitness Panel** considers the **respondent** to be suffering from and what steps the **respondent** would need to take in order to be sufficiently recovered or rehabilitated for the **orders** made under that paragraph to be discharged or varied.
- 46.5 Any **order** made under paragraphs 1 or 2 shall be published unless there are exceptional circumstances which justify no publicity. Such publicity shall not state more than the name of the **respondent** and whether any suspension or conditions continue or whether the suspension and conditions have been terminated or varied.

Expedited order procedure

- 47.1 If, at any time after a request for a referral is made under paragraphs 1 or 2 of **bye-law 37**, the **Fitness Committee** Chairman is of the opinion that it is necessary for the protection of the public or is otherwise in the public interest or is in the interests of the **respondent** for a **Fitness Panel** to be convened urgently to consider making an expedited **order** to suspend the **respondent's** membership, provisional membership, practising certificate or other certificate, licence or registration, the **Fitness Committee** Chairman shall request the **PCD Committee Secretary** to convene an expedited **order hearing**.
- 47.2 A **Fitness Panel** convened to consider making an expedited **order** shall be appointed in the same way as, and in accordance with, paragraphs 1-7 of **bye-law 38** except that the **Fitness Committee** Chairman shall have a discretion in whether a medical assessor is appointed.
- 47.3 Not less than 7 days before an expedited **order** hearing, the **PCD Committee Secretary** shall serve upon the **respondent** a **notice** stating the time and place fixed for the expedited **order** hearing and copies of all of the documents considered by the **Fitness Committee** Chairman under paragraph 1 above.
- 47.4 Upon application by either party prior to the expedited **order hearing**, the **Fitness Panel** Chairman may make such directions as he deems necessary to ensure that the **respondent** can participate at the **hearing** including, but not limited to the following directions:
- that the **hearing** take place in a specific location;
 - that the **respondent** be permitted to attend via video link or telephone;
 - that an interpreter can be used;
 - that a hearing loop can be used;
 - that the **respondent** be permitted to make written representations.
- 47.5 If the **respondent** does not attend and is not

represented at the expedited **order hearing** then, provided that the **Fitness Panel** is satisfied that the notice required by paragraph 3 was served on him, the expedited **order hearing** can continue in the absence of the **respondent**.

- 47.6 In determining under this **bye-law** whether an expedited **order** should be made, the hearing shall take place on an inquisitorial (not adversarial) basis and the **Fitness Panel** may consider written representations and reports and hear oral evidence if it deems it appropriate, including oral evidence from the **respondent** or his **representative**, from any medical expert instructed by the **respondent** and from any medical examiner instructed by ICAEW if a medical examination has already taken place. However, the absence of any medical evidence shall not prevent the **Fitness Panel** from reaching a determination on the basis of the evidence and facts before them.
- 47.7 If, after considering all of the evidence referred to in paragraph 6, the **Fitness Panel** is of the opinion that there are reasonable grounds for believing that the **respondent** may be suffering from a serious impairment of his **mental or physical health** and it is necessary for the protection of the public or is otherwise in the public interest or in the interests of the **respondent**, the **Fitness Panel** can make an expedited order suspending the **respondent's** membership, provisional membership, practising certificate, certificate, licence or registration for the period until a full **hearing** can be held.
- 47.8 An expedited **order** made under paragraph 7 can last for a maximum of 3 months, before the expiry of which the **PCD Committee Secretary** must convene a **Fitness Panel** under **bye-law 38** whether or not any more evidence, medical or otherwise, becomes available during that period.
- 47.9 Where the **respondent** applies for, and is granted, an adjournment of a **hearing** convened under **bye-law 38** by way of paragraph 8, the **Fitness Panel** Chairman may grant an extension of the expedited **order** until the adjourned **hearing** takes place.
- 47.10 If the **Fitness Panel** is of the opinion at an expedited **order hearing** that no expedited **order** should be made, then the **PCD Committee Secretary** shall convene a full **Fitness Panel** in accordance with **bye-law 38**, as if it had been requested by the **Fitness Committee** Chairman, under paragraph 12 of **bye-law 37**.
- 47.11 Any expedited **order** made by the **Fitness Panel** will be published by the **PCD Committee Secretary** unless there are exceptional circumstances which justify no publicity. Such publicity shall not state more than the name of the **respondent**, what (if any) suspension or conditions have been imposed upon him and the length of any suspension or conditions.

Costs of the fitness process

- 48.1 If a **Fitness Panel** is convened as a result of a written referral by a **respondent** under paragraph 2 of **bye-law 37**, and the **Fitness Panel** finds that the **respondent** is fit to participate in disciplinary proceedings and/or that the **respondent's** professional competence is not seriously impaired, then the **Fitness Panel** may order

the **respondent** to pay to **ICAEW** by way of costs such sum as the **Fitness Panel** may determine to be appropriate.

- 48.2 If the **Fitness Panel**, convened as a result of a written referral under paragraph 1 or 2 of **bye-law 37**, is of the opinion that the **respondent's** fitness to participate in disciplinary proceedings and/or professional competence is seriously impaired by his physical or mental health, then it shall not make an order relating to costs against the **respondent**.
- 48.3 Any costs ordered under paragraph 1 shall, unless a longer period for payment is allowed in the **order**, be paid within the period of 35 days beginning with the date of **service of the Fitness Panel's written record of decision on the respondent**.
- 48.4 If, within the period allowed by **bye-law 26.1**, the **respondent** serves **notice** of appeal against an **order** for payment of costs made under this **bye-law**, those costs shall not become payable until the appeal has been determined under these **bye-laws** or withdrawn by the **respondent**, and shall then be payable, if at all, in accordance with the following provisions of this **bye-law** and **bye-law 49**.
- 48.5 Any instalment of costs payable to **ICAEW** under this **bye-law** must be received by **ICAEW** before the close of business on the last day of the period allowed by or under this **bye-law** for payment (or, if that day is not a business day, before the close of business on the next business day).
- 48.6 Where
- any costs ordered by these **bye-laws** are payable by instalments; and
 - any instalment is not duly received by **ICAEW** as required by paragraph 5
- the whole of those costs or, as the case may be, so much of them as then remains unpaid, shall become due for payment in accordance with paragraph 5 as if the last day of the period allowed for the payment of that instalment were the last day of the period allowed for the payment of the whole of those costs.

Right of appeal against orders of the Fitness Committee

- 49.1 The provisions of these **bye-laws** mentioned in column 1 of the table set out in paragraph 5 (which relate to appeals against **orders** made by **tribunals**) shall apply in relation to appeals under this paragraph as if references in those provisions to a **tribunal**, to an **order** made by a **tribunal** (on a **formal complaint or formal complaints**) and to the **respondent/respondent firm** were respectively references to the **Fitness Panel** of the **Fitness Committee**, to an **order** made by it under **bye-laws 37, 40, 45, 46 or 47** and to the **respondent** against whom the **order** was made.
- 49.2 In their application by virtue of paragraph 1 the provisions mentioned in column 1 of that table shall have effect subject to any further modifications specified in column 2 of the table.
- 49.3 On an appeal under paragraph 1 of **bye-law 26** (as amended by paragraph 49.5 below) the **panel** appointed to hear the appeal may, whether the appeal is successful or not, **order** the **respondent** concerned to pay **ICAEW** by way of costs of the appeal such sum as the **panel** may in its absolute discretion determine.

49.4 Any costs ordered under paragraph 3 shall, unless a longer period for payment (whether by instalments or not) is allowed by **order** of the **Appeal Committee**, be paid within the period of 28 days beginning with the date of the **order**; and paragraphs 8 and 9 of **bye-law** 33 (time for payment of costs) shall apply in relation to any costs or instalment of costs payable under this **bye-law** as if references to that **bye-law** and to paragraph 8 of it were references to this **bye-law** and this paragraph respectively.

49.5 The following is the table referred to above:-

Bye-law 26	In paragraph (1) delete the words 'Subject to bye-law 33(5) in the case of an order for exclusion from membership' and replace ' respondent/respondent firm and the Investigation Committee ' with ' respondent '. In paragraph (1) delete the entirety of sub-paragraph (b). Delete paragraph (3)
Bye-law 27	Add a further sub-paragraph (8) reading: 'The Appeal Committee may appoint an independent suitably qualified medical expert to act as medical assessor at the hearing . If appointed, the medical assessor shall be independent of ICAEW and shall not have produced any of the reports which are to be considered by the Fitness Panel at the hearing .'
Bye-law 28	In paragraph (2) add the words 'or may provide written representations if he is not able to attend in person or by representative .' In paragraph (6) for ' Investigation Committee ' substitute ' Fitness Committee '.
Bye-law 29	Delete paragraph 1(a) in paragraph 1(b) for 'the tribunal at the hearing ' substitute 'the Fitness Panel '. In paragraph 2(c) for 'which the tribunal might have made on the formal complaint or formal complaints ' substitute 'which the tribunal may have made at the time of the original hearing '. In paragraph 2(d) remove the words 'including, in the case of an order for the exclusion of a member from membership, a recommendation that no application for his readmission be entertained before the end of the period specified in the order .' Paragraph 2(e) shall not apply. In paragraph 2(f) for '19(1)' substitute '38.1 or 43.1 or 47.2' and for ' formal complaint or formal complaints ' substitute 'matter' or 'review'.

49.6 Any **order** made under paragraphs 1 or 2 shall be published unless there are exceptional circumstances which justify no publicity. Such publicity shall not state more than the name of the **respondent** and whether any suspension or conditions continue or whether the suspension and conditions have been terminated or varied.

SCHEDULE - BYE-LAW 2 - CONSTITUTION OF INVESTIGATION, DISCIPLINARY, FITNESS AND APPEAL COMMITTEES AND APPOINTMENT OF REVIEWERS OF COMPLAINTS

The Investigation, Disciplinary and Appeal Committees

- 1.1 The **Council** shall appoint an **Investigation Committee**, a **Disciplinary Committee** and an **Appeal Committee**, and in this paragraph 'the Committees' means those Committees and 'a Committee' means any of them.
- 1.2 Initial appointment as a member of a Committee shall be for a period of not less than three years (such period may be extended at the discretion of **Council**); but a member or former member of a Committee may be re-appointed.
- 1.3 The **Council** may pay reasonable expenses of the members of a Committee. The **Council** will also pay remuneration to members of a Committee in accordance with the payment policies approved and revised from time to time by the **ICAEW** Regulatory Board.
- 1.4 A Committee may make such **regulations** (not inconsistent with the provisions of these **bye-laws**) as it considers necessary for the performance of its functions.

The Investigation Committee

- 2.1 The **Investigation Committee** shall consist of not fewer than 14 persons, of whom at least the required number must be **lay members**.
- 2.2 The required number for this purpose is:
 - a. one half of the total number of members of the Committee; or
 - b. if the total number of the number of members of the Committee is not divisible by two, one half of the first higher number that is so divisible; or
 - c. such higher number as regulations may provide if a different constitution is prescribed or approved by a **relevant authority**.
- 2.3 Where the required number for the Committee under 2.2 differs when **legal services work** is to be considered, the Committee will delegate from their members to a Legal Services Sub-committee whose members meet the required number for this purpose.
- 2.4 The **Investigation Committee** may co-opt other persons, being either **members** of **ICAEW** or persons who are **lay members**, provided that the required number of **lay members** is maintained.
- 2.5 At a meeting of the **Investigation Committee**, a quorum shall consist of:
 - a. four members of the **Investigation Committee** (or in the case of **legal services work**, of the Legal Services Sub-committee), of whom two must be **members** of **ICAEW** and two must be **lay members**; or

- b. such other constitution as is prescribed or approved by a **relevant authority** if **regulations** so provide.
- 2.6 A meeting includes any consideration by the **Investigation Committee** through the medium of conference telephone, video conference or similar form of communication provided that all persons participating in the meeting are able to communicate simultaneously with each other throughout the meeting. A member of the **Investigation Committee** participating in any meeting in this way is deemed to be present in person at the meeting and is counted in the quorum. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairman of the meeting is.

The Disciplinary Committee

- 3.1 The **Disciplinary Committee** shall consist of not fewer than 14 persons, of whom at least the required number must be **lay members**.
- 3.2 Paragraph 2.2 of this Schedule (meaning of 'required number') applies for this purpose.
- 3.3 The **Disciplinary Committee** may co-opt other persons, being members of the **Appeal Committee** or the **Fitness Committee**, to deal with specific cases, provided that:
- a. no person shall be appointed to a **tribunal** and take part in a decision concerning a case if, while as a member of the **Investigation Committee**, **Appeal Committee** or **Fitness Committee**, he took part in a decision concerning that case or the **respondent**; and
 - b. the required number of **lay members** is maintained.

The Appeal Committee

- 4.1 The **Appeal Committee** shall consist of not fewer than 14 persons, of whom at least the required number must be **lay members**.
- 4.2 Paragraph 2.2 of this Schedule (meaning of 'required number') applies for this purpose.
- 4.3 The Chairman and Vice-Chairman of the **Appeal Committee** must each be either a barrister or a solicitor; and neither of them shall be an accountant.
- 4.4 No serving member of the **Council** shall be appointed to the **Appeal Committee**. If a member of the **Appeal Committee** becomes a member of **Council** he shall with immediate effect cease to be a member of the **Appeal Committee**.
- 4.5 The **Appeal Committee** may co-opt other persons, being members of the **Disciplinary Committee** or the **Fitness Committee**, to deal with specific cases, provided that:
- a. no person shall be appointed to a **panel** and take part in a decision concerning a case if, while as a member of the **Investigation Committee**, **Disciplinary Committee** or **Fitness Committee**, he took part in a decision concerning that case or the **respondent**; and
 - b. the required number of **lay members** is maintained.

Reviewers of complaints

- 5.1 The **Council** shall appoint one or more **reviewers of complaints** who shall be lay persons.
- 5.2 Appointment as a **reviewer of complaints** shall be for a period of not less than three years, and any such appointment may be renewed.
- 5.3 The **Council** shall pay remuneration to, and the reasonable expenses of, every **reviewer of complaints**, and shall indemnify him against any civil liability incurred by him in that capacity.
- 5.4 The **reviewer of complaints** or, if two or more such reviewers are appointed, those reviewers acting jointly, shall make a report to the **Council** annually.
- 5.5 For the purposes of paragraph 5.1 of this Schedule a lay person shall mean someone who is not and never has been a member, affiliate or employee of **ICAEW** or another accountancy body. Furthermore solicitors and those with legal training shall not be regarded as lay persons when considering **complaints** about legal services work in accordance with **bye-laws** 17 and 18.

The Fitness Committee

- 6.1 The **Fitness Committee** shall consist of the same persons, of whom at least the required number must be **lay members**, as the **Disciplinary Committee**.
- 6.2 Paragraph 2.2 of this Schedule (meaning of 'required number') applies for this purpose.
- 6.3 The **Fitness Committee** may co-opt other persons, being members of **Appeal Committee**, to deal with specific cases, provided that:
- a. no person shall be appointed to a **Fitness Panel** and take part in a decision concerning a case if, while a member of the **Investigation Committee**, **Disciplinary Committee** or **Appeal Committee**, he took part in a decision concerning that **respondent**; and
 - b. the required number of **lay members** is maintained.
- 6.4 The **Fitness Committee** may make such **regulations** (not inconsistent with the provisions of these **bye-laws**) as it considers necessary for the performance of its functions.

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ICAEW

Chartered Accountants' Hall
Moorgate Place
London
EC2R 6EA
UK

T +44 (0)20 7920 8100
E generalenquiries@icaew.com
icaew.com

