

Policy document

aat

Adjournment of Disciplinary Hearings

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Introduction

The Association of Accounting Technicians

1. The Association of Accounting Technicians (AAT) upholds high standards of competence and professional conduct. Accountancy is a trusted and respected profession and AAT aims to ensure that *members*:
 - a) behave professionally and ethically
 - b) comply with *AAT Regulations* and relevant legislation
 - c) keep their skills and competence up to date.
2. In pursuit of that aim, AAT investigates *complaints* and *misconduct* allegations against AAT *members* and approved training providers. Depending on the circumstances, AAT may resolve these *complaints* informally or take disciplinary action.

The compliance framework and procedures of AAT

3. AAT endeavours to ensure that all *applicants* and *members* are treated fairly and consistently in accordance with the compliance framework agreed by the *Council* so that users of *members'* services are protected and that the reputation of the profession is maintained. In developing its policies AAT has had regard to the principles of good regulation.
 - a) Proportionality
 - b) Accountability
 - c) Consistency
 - d) Transparency
 - e) Targeting
4. The compliance framework of AAT is governed by the AAT *Articles of Association* and sets out the following *Regulations* and guidance with which all *members* must comply:
 - a) *Code of Professional Ethics*
 - b) *AAT Regulations 2016*
 - c) *Disciplinary Regulations*
 - d) *Licensing Regulations*

5. The *Regulations* and guidance are underpinned by publications covering specific areas of compliance policy and related procedures which include (as well as this policy):
 - a) *Investigation of Complaints and Referrals* policy
 - b) *Disclosure* policy
 - c) *Health* policy
 - d) *Appeals Regulations*
 - e) *Witness Care and Expenses* policy
6. These publications explain the processes by which our compliance policy is put into practice. All *members* and *applicants* for membership must be aware of and follow this guidance. Further information on the compliance framework is available at aat.org.uk including the purpose of each publication and how they relate to each other.
7. The website is the definitive guide to all policies currently in force.
8. In this policy all words and phrases in italics, save titles of publications, shall have the meaning set out in the *AAT Glossary*.

Policy detail

Adjournment

9. AAT aims to resolve issues about the conduct of *members* expeditiously. This is in the interests of the public, the complainant, the *member* and AAT.
10. Once a disciplinary hearing has been arranged, an adjournment will not be granted as a matter of course. Good reasons must be provided to justify any delay. An adjournment will not be granted on the basis of unsupported assertions.
11. A copy of the request must be sent to all parties to the proceedings. A minimum of two days will be allowed for representations to be sent, via *Professional Standards*, to the Tribunal scheduled to hear the case.
12. In deciding whether to grant an application for adjournment the Tribunal will take into account the following factors:
 - a) the stated reasons for the application and supporting evidence
 - b) the likely impact of an adjournment on all parties
 - c) the interests of the public in the prompt disposal of cases
 - d) the potential benefits of an adjournment, for example because it may make it possible to hear evidence which would not otherwise be available
 - e) whether alternative arrangements can be made, for example for legal representation
 - f) observations on the application by or on behalf of any party
 - g) whether those seeking an adjournment have made appropriate attempts to prepare for the case
 - h) the length of the adjournment sought.

13. Where an application for an adjournment is refused, the hearing before the Tribunal will proceed on the date scheduled. Where an application is granted, a new date for the hearing will be set with agreement of the parties.

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