

## **CHAIR – SERVICE SPECIFICATION**

### **Nature and scope of the services**

Chair, along with the Lay Panel Member, Accountant Panel Member and Legal Adviser play an integral role in safeguarding the fairness and impartiality of the hearing. The overarching function of the Chair is to contribute to decision-making that enables ACCA to deliver robust, swift, fair, and independent regulation in the public interest including by managing and leading the hearing.

Please see the **Panel Member Sourcing Guide** document for further information.

### **Key deliverables:**

- to act in the public interest.
- to attend hearings of the ACCA committees including Interim Orders, Health, Disciplinary, Appeals and Admissions and Licensing Committees.
- pre-read papers and identify issues.
- consider all the information presented to the committee so that it may make a well-reasoned decision based on the evidence, in accordance with the relevant regulations and legal principles.
- management of hearings and leadership of the committee.
- to be involved in discussions with the Lay and Accountant Panel Members.
- to ensure clear written reasons for decision are recorded. While the Legal Adviser drafts the reasons, the reasons remain the committee's reasons, and the committee retains editorial control.

### **Specification:**

Chairs must:

- be aware of and work within the legal framework of ACCA disciplinary and regulatory functions and Rulebook.
- analyse complex information to deliver well-reasoned decisions.
- be proficient in IT systems, such as MS Word, Outlook, SharePoint, and MS Teams.
- understand Data Security and the importance of maintaining confidentiality at all times.
- be clear and objective in their articulation and drafting of decisions.
- be able to work with others with the confidence to think and act clearly under pressure.
- act with integrity and discretion.

### **Service Fees:**

- The fee for a Chair: £650 per day for a hearing, £150 per A&L(NC) case, £100 for an appeal application and £70 for an adjournment application. ACCA operates an electronic invoicing and purchase order system.

### **Role Overview and Requirements:**

- A Chair must never have been a member of ACCA, nor hold qualifications that would entitle them to become a member of ACCA.
- It is desirable, although not essential, that applicants for the role of Chair hold previous experience of chairing similar decision-making committees or panels.
- Hearings take place throughout the week virtually, normally by Zoom or Microsoft Teams. The dates on which each Panel Member will attend will be agreed provisionally, well in advance, and confirmed as hearings are listed. Chairs will be expected to sit approximately 10 to 15 days per year. However, this is indicative only and there is no obligation on ACCA or Chairs in respect of the minimum or maximum number of hearings.

Please note that Panel Members are self-employed, for independence purposes and for public interest purposes.

Applications from former ACCA employees and independent members of ACCA Boards and Committees shall not be considered unless a period of six years has elapsed since their employment or contract for services ceased.

Chairs also need to be aware of the role and responsibilities of legal advisers in ACCA's regulatory and disciplinary arrangements. Legal Advisers sit with the committee throughout the hearing process, both when the committee sits in public session and during private deliberations. Legal Advisers are independent of the parties and advise the committee on all legal and procedural matters. Legal Advisers take no part in the decision-making process and their role is to advise only.

Please see the **Service Standards Framework** which will be used as a basis to assess applications and the on-going monitoring of successful candidates.