



Appeals Procedure – Step by Step Guide

(Guide to Appealing PCC Decisions: For All Parties)

For Members Who Want to Appeal

1. Receive PCC Decision

- The Professional Conduct Committee (PCC) sends you their decision and a report of findings.
- You are informed of your right to appeal.

2. Submit Your Appeal

- Write to the Professional Conduct Appeal Committee (PCAC) within 28 days of receiving the PCC decision.
- Missing this deadline = losing your right to appeal.

3. PCAC Composition

- At least one legal assessor (barrister or solicitor)
- At least one lay member (no ATCM ties)

4. Receive Hearing Notice

- You will get written notice at least 15 days before the appeal hearing.
- You can attend in person or have a legal or lay representative.

5. Prepare Your Case

- Requests to adjourn or submit extra evidence follow rules in Code of Professional Conduct, section 9.2.

6. Appeal Hearing

- PCAC may:
 - Dismiss your appeal
 - Give a formal warning
 - Give a warning and fine up to £1,000
 - Impose practice conditions up to 3 years
 - Suspend you pending investigation
 - Recommend removal from membership

7. After the Decision

- PCAC decision is final within ATCM, but you can seek outside legal advice.
- Fines must be paid on time; failure = possible removal from membership.

For Complainants Who Want to Appeal

1. Receive PCC Decision

- You are notified in writing about the outcome.

2. Request a Review

- Submit a written appeal to PCAC within 28 days if you believe the process or result was unfair.

3. Prepare for Hearing

- Same rules as members: attend in person or submit extra evidence per Code of Professional Conduct, section 9.2.

4. Appeal Hearing

- PCAC follows fair, transparent, timely procedures.

5. After the Decision

- PCAC decision is final within ATCM, but you can seek external legal advice or action.

Extra Note

If a member is removed for misconduct, ATCM may report their name and misconduct details to relevant professional bodies.