

Procedures for payment of lay members/observers

Disciplinary Tribunal, Complaints and Client Relations, Regulation of Practice

Appointment of new members

The attached form should be sent to new members with whatever initial correspondence goes to them in relation to their appointment.

The letter should contain the following paragraph:

- “We have been advised by our auditors, Deloitte, that these payments are subject to a deduction of PAYE and PRSI by the Law Society. Payments will be made twice annually, in July and December, by electronic fund transmission (EFT). In order to facilitate this process and avoid delays in payment you are requested to complete and return the attached form as soon as possible”.

They cannot be paid unless the form is returned.

Resignation of members

A note (audit requirement) must be sent to Peggy Ryan so that members who are no longer serving can be deleted from the payroll system.

Payment of fees and expenses

In mid June and mid December every year Peggy Ryan will send the relevant Section a spreadsheet on which the details of attendance and cost per member should be entered. Members will be paid within two weeks of the return of this spreadsheet. The payment must be certified by the relevant Section Head.

Once the electronic payments have been made, Peggy Ryan will send payment slips to the relevant Section Head. The Section Head should forward the payment slip with a list of meetings covered by the payment to the member / observer.