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SCOTTISH STATUTORY INSTRUMENTS

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**2006 No. 88**

**The Additional Support Needs Tribunals for  
Scotland (Practice and Procedure) Rules 2006**

**PART II**

**START OF PROCEEDINGS**

**Action upon receiving a reference**

6. On receiving a reference the Secretary shall—
  - (a) enter the details of such matters specified in rule 5(2) in the Register and such other information as the President may from time to time direct under paragraph 12 of schedule 1 to the Act;
  - (b) send a copy of the reference and of any accompanying documents to the authority, together with a notice in writing giving the case number of the reference from the Register, and including information, as appropriate to the matter referred, about the means and time for submission of a response, the consequences of failure to do so, and the right to receive a copy of the decision;
  - (c) acknowledge receipt and provide the appellant with a notice in writing giving the case number of the reference, and including information as appropriate to the matter referred, about the time for the authority to submit a response, the right to withdraw the reference, and the right to receive a copy of the decision;
  - (d) where the reference discloses the existence of an appeal to an appeal committee under paragraph 5 of schedule 2 to the Act in relation to the refusal of a placing request, notify the authority and the appeal committee to that effect; and
  - (e) where the reference discloses the existence of an appeal to the sheriff under paragraph 7 of that schedule in relation to a placing request, send a copy to the sheriff clerk of the court in which that appeal is proceeding.