



SINGLE MEMBER OF THE REGULATORY TRIBUNAL

DECISION SHEET

RICS Regulatory Tribunal Rules 2024 Part VI, Regulatory Tribunal Single Member Decision

Regulated Member: BELINDA COY

RICS Membership No: 1239499

Location: United Kingdom

Single Member Decision of: Jennifer Hobart MRICS

Date of Decision: 15/12/2025

CHARGE:

Between 1 January 2024 and 1 February 2025, you have failed to comply with RICS' requirements in respect of Continuing Professional Development (CPD) in that you have not completed and/or recorded, or caused to be recorded, at least 20 hours of CPD on the RICS CPD portal.

ALLEGED RULE/S BREACH

Contrary to Rule 1 of the Rules of Conduct.

The Regulated Member is therefore liable to disciplinary action under Bye-law 5.2.2(c).

Rule 1 of the Rules of Conduct: Members must act with integrity and comply with professional obligations, including CPD requirements.

CPD requirement: Complete **20 hours annually** (minimum 10 formal hours) and record online by **31 January**

Belinda Coy recorded 0 hours of CPD for the membership year 2024. No concessions apply to the Regulated Member.

Previous disciplinary records in 2020 resulting in a caution, and 2023 resulting in caution and fine. Resulting in this current breach being the third within a 10 year period.

MATERIALS CONSIDERED

The following materials have been considered:

- RICS Rules of Conduct and Bye-laws.
- CPD Requirements and obligations guidance.
- CPD Officer's statement and CPD record for Belinda Coy.
- Email reminder logs and phone call attempt records.
- Previous disciplinary records (2020 caution, 2023 caution and fine).
- Head of Regulation decision.

BACKGROUND

All members (AssocRICS, MRICS and FRICS) must undertake a minimum of 20 hours CPD each calendar year (January to December).

Members must record their CPD activity online by 31 January every year.

Belinda Coy (MRICS) has been a member since 07/05/2009.

The Regulated Member has previously recorded CPD in 2015, 2016, 2017, 2018, 2019 and 2022 (recorded late); therefore, demonstrating that they were well aware of their CPD obligations. Regulation Override recorded in 2021 as the member had requested an exemption due to mitigating circumstances.

Previous breaches recorded in 2020 and 2023. The Member's first year breach was in 2020, for which a caution was issued in 2021. The Member's second year breach was in 2023, for which a caution and fine were issued in 2024.

Despite reminders and attempts to contact the Regulated Member, they have recorded **0 CPD hours for 2024**. No concessions or exemptions apply.

FINDINGS OF FACT

The findings of the facts are as follows:

- No CPD recorded for 2024.
- Multiple reminders sent; no response received.
- Previous breaches confirmed (2020 and 2023).
- Fine from 2023 remains unpaid.
- Member paid membership fees for 2024/2025.

I have reviewed and considered the evidence contained within the witness statements regarding the Member and acknowledge 0 hours of CPD have been recorded online for 2024. RICS also gave ample opportunity for the member to engage in the process to correct the omission or provide evidence of mitigating factors.

Considering the above, I am satisfied that RICS evidence demonstrates that the Member has failed to meet the requirements in respect of Rule 1 of the Rules of Conduct – *Members and firms must be honest, act with integrity and comply with their professional obligations, including obligations to RICS.*

Appendix A to the Rules of Conduct sets out the core professional obligations for members including Members must comply with the CPD requirements set by RICS.

LIABILITY FOR DISCIPLINARY ACTION

Contrary to Rules 1 of the Rules of Conduct. The Regulated Member is therefore liable to disciplinary action under Byelaw 5.2.2(c).

Liability for disciplinary action has been established.

REGULATORY SANCTION

This is the third breach within 10 years. Under the **Sanctions Policy (2022)**, presumption of **expulsion** applies unless mitigating circumstances exist.

No mitigating factors have been identified beyond the 2021 regulation override for mitigating circumstances. No details of the mitigating circumstances provided, however this would not be expected as the mitigating circumstances would only apply to that period.

Aggravating factors include:

- Repeated breaches (2020 and 2023)
- Unpaid fine from 2023 and
- The Regulated Member failing to engage with the process despite having received sufficient notifications.

Furthermore, the Regulated Member has paid their membership fees. Payment of fees could suggest the Member has intention to practice without complying with CPD requirements.

The Member's first year breach was in 2020, for which a caution was issued in 2021. The Member's second year breach was in 2023, for which a caution and fine were issued in 2024.

Paragraph 22.1 of the Sanctions Policy 2022 states that the policy for CPD breaches is as follows:

- a. First breach – Fixed Penalty (caution)
- b. Second breach within 10 years of receipt of a caution - Fixed Penalties (caution and fine)
- c. Third breach within 10 years of receipt of a caution – referral to Single Member or Disciplinary Panel with presumption of expulsion.

The RICS requirement is to complete and record CPD, this is to ensure that the Regulated Member's knowledge is up to date and to ensure public protection. Considering the fact there are no mitigating factors declared, which may have prevented the Regulated Member from complying with CPD requirements in 2024, I have reached the following conclusion:

Sanction Decision: Expulsion

When considering whether this sanction is proportionate and appropriate, I have considered the Sanctions Policy and all relevant factors.

ORDER MADE

In accordance with Part VI of the Regulatory Tribunal Rules, I make the following order:

Expulsion

TAKING EFFECT OF ORDER

In accordance with Part VI of the Regulatory Tribunal Rules, this order will take effect 14 days from the service of the Single Member's decision upon the Regulated Member, unless notification in writing is received from the Regulated Member or RICS stating that they consider the findings and/or the Regulatory Sanction imposed by the Single Member are wrong.

COSTS

In accordance with Part VI of the Regulatory Tribunal Rules, I make the following order in respect to costs:

£350.00

This fine does not override the requirement to pay the fine originally levied against the Regulated Member in 2024 following the 2023 sanction of caution and fine.

PUBLICATION

In accordance with Part VI of the Regulatory Tribunal Rules, the Single Member's record of Decision will be published following the expiry of 14 days from service of the Single Member's Decision upon the Regulated Member.