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SENIOR PRESIDENT
OF TRIBUNALS

**PRACTICE STATEMENT
RECORD OF PROCEEDINGS
IN SOCIAL SECURITY AND CHILD SUPPORT CASES IN THE SOCIAL ENTITLEMENT
CHAMBER
ON OR AFTER 31 MARCH 2022**

1. In this Practice Statement –
 - a. a rule referred to by number means that rule in the Tribunal Procedure (First-tier Tribunal) (Social Entitlement Chamber) Rules 2008;
 - b. “social security and child support case” has the meaning given in rule 1(3).
2. A record of the proceedings at a hearing in a social security and child support case must be made by the presiding member, or in the case of a Tribunal composed of only one member, by that member.
3. The record must be sufficient to indicate any evidence taken and submissions made and any procedural applications, and may be in such medium as the member may determine.
4. The Tribunal must preserve –
 - a. the record of proceedings;
 - b. the decision notice; and
 - c. any written reasons for the Tribunal’s decisionfor the period specified in paragraph 5.
5. The specified period is 18 months from the date of –
 - a. the decision made by the Tribunal;
 - b. any written reasons for the Tribunal’s decision;
 - c. any correction under rule 36;
 - d. any refusal to set aside a decision under rule 37; or
 - e. any determination of an application for permission to appeal against the decision,or until the date on which those documents are sent to the Upper Tribunal in connection with an appeal against the decision or an application for permission to appeal, if that occurs within the 18 months.
6. Any party to the proceedings may within the time specified in paragraph 5 apply in writing for a copy of the record of proceedings and a copy must be supplied to him.

**Sir Keith Lindblom
Senior President of Tribunals
31 March 2022**