



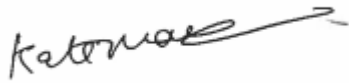
TRIBUNALS
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Chamber President's Guidance Note No. 2

LEGAL OFFICERS IN THE SOCIAL ENTITLEMENT CHAMBER OF THE FIRST-TIER TRIBUNAL ON OR AFTER 26TH JULY 2022

1. This Guidance Note replaces Chamber President's Guidance Note No. 2, "Tribunal Caseworkers in the Social Entitlement Chamber of the First-tier Tribunal on or after 17 March 2016."
2. This Guidance Note gives effect to the Senior President of Tribunals' Practice Statement dated 26th July 2022 authorising Legal Officers in the First-tier Tribunal (Social Entitlement Chamber) to carry out functions of a judicial nature, and sets out the procedure for authorising Legal Officers to carry out those functions.
3. Any person carrying out the functions specified in the Practice Statement must be designated by the Chamber President as a Legal Officer and authorised by the Chamber President to exercise the permitted functions. The Chamber President provides the necessary designation to each Legal Officer in writing. The Chamber President has delegated to the Regional Tribunal Judges (Social Security and Child Support) and the Principal Judge (Criminal Injuries Compensation) the power to authorise the exercise any of the functions specified in the Practice Statement.
4. The Legal Officers will exercise the authorised powers under the general supervision of the Regional Tribunal Judge in the area to which they have been assigned or the Principal Judge.
5. The Regional Tribunal Judges and Principal Judge must nominate a District Tribunal Judge or Judges to act as mentor to a Legal Officer or Legal Officers, to ensure that the Legal Officer(s) receive appropriate training, and to recommend the areas of work for authorisation.
6. A Legal Officer will not be authorised to carry out a function until (i) they have received appropriate training; (ii) they have undertaken the function subject to monitoring and approval by a mentor; (iii) the mentor is satisfied that the Legal Officer has acquired the expertise necessary to undertake the function independently; (iv) a recommendation for authorisation is made by the mentor and accepted by the Regional Tribunal Judge or Principal Judge.
7. The powers each Legal Officer is authorised to exercise must be recorded by the Regional Tribunal Judge and Principal Judge on a form provided by the Chamber President's Office. Each office of the Regional Tribunal Judge and of the Principal Judge will maintain a list of all authorisations for the relevant region or jurisdiction.

8. No work under part 4 of the Procedure Rules will be carried out by a Legal Officer save correction of errors under Rule 36.

A handwritten signature in black ink, appearing to read 'Kate Markus', with a long, sweeping horizontal line extending to the right.

Judge Kate Markus KC
Chamber President
First-tier Tribunal, Social Entitlement Chamber.

13th September 2022
amended 13th December 2022