



**THE SOCIAL SECURITY & CHILD SUPPORT COMMISSIONERS
OF GREAT BRITAIN**

PRACTICE MEMORANDUM No 1

Revocation of Practice Memoranda Etc

1. Guidance on various aspects of Commissioners' procedure has been given from time to time in a variety of Practice Memoranda and Practice Directions. The present status of some of these is unclear, whilst others are redundant (their subject-matter having been effectively replaced by guidance notes issued to claimants by the Commissioners' Office).
2. It is important that parties before Commissioners are aware of the guidance they are expected to follow, and that that guidance is current and clear.
3. For these reasons, all previous Practice Memoranda and Practice Directions are hereby revoked.
4. The Commissioners' Offices will continue to distribute general guidance to claimants in the form of guidance notes. Where more formal guidance is appropriate, this will be issued in Practice Memoranda which in future will be consecutively numbered and dated (with version number and date of re-issue, where appropriate). They will be issued by the Chief Commissioner (or, in the case of Practice Memoranda affecting only Scottish cases, by the Chief Commissioner and the Senior Scottish Commissioner) after consultation with the Commissioners.
5. Upon issue, Practice Memoranda and guidance notes will be published on the websites of the Commissioners' Offices.

**His Honour Judge Gary Hickinbottom
Chief Commissioner
31 December 2004**