

Glossary

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Abatement	A recovery process during which payment(s) of one benefit paid 'on account' of another benefit is recovered from the arrears of the other benefit after an award is finalised.
Appeal made	When an appeal is received or the date when the Secretary of State accepts that the appeal is duly made.
Appeal submission	The formal notification to the tribunal and customer explaining the reason(s) for the Secretary of State's decision.
Appeal Tribunal (AT)	A tribunal consisting of one, two or three panel members according to the issues of the case, and the particular expertise required, e.g. medical expertise.
Decision Maker (DM)	The person who makes decisions on behalf of the Secretary of State.
Lookalike cases/ lead case	Cases on which the Secretary of State can suspend the award of benefit when it involves an issue which is the subject of an appeal before the Social Security Commissioners or higher courts, i.e. the 'lead case'.

Appendix 2

**Draft Letters
(DL/SUSTERM 2)**