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**ABERDEEN**  
CITY COUNCIL

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# Guidance on Administrative Caution Interview



**ABERDEEN**  
CITY COUNCIL



## Introduction

Aberdeen City Council is committed to ensuring that it awards the right amount of benefit only to those people genuinely entitled to it. In doing so the Council is also committed to protecting public funds through its actions on benefit fraud.

The Council has asked you to attend this interview as it believes that you have committed a criminal offence in obtaining Housing and/or Council Tax Benefit.

This means that it has enough information to offer you a sanction as a result of the offence. The ultimate sanction we are able to apply is to pass the details of your offence to the Procurator Fiscal for consideration of prosecution.

In this instance the Council has decided to offer you an alternative to prosecution and needs to explain this process to you.

## Do I have to attend an interview?

No, you do not have to attend. If you do not attend the Council will decide what further action it is likely to take with regard to the offence it believes that you have committed.

## Who can come to the interview with me?

You can come to the interview with anyone you wish.

## Who will interview me?

You will usually be interviewed by one of the Council's Benefit Investigation Team who has been trained to conduct these interviews. It will not normally be any of the officers who interviewed you previously.

## What happens at the interview?

An Administrative Caution is a warning given in certain circumstances as an alternative to prosecution to a person who has committed AND admitted an offence at a previous interview.

At the interview you will be asked to sign a declaration admitting the offence and formally accepting the Administrative Caution.

If you accept the Administrative Caution no further action is taken in pursuing the offence. However any overpayment that occurred due to the offence will still require to be repaid.

Should you re-offend, the fact that an Administrative Caution has previously been recorded will be considered in how that offence is dealt with.

## What happens if I do not want to accept an Administrative Caution?

The offer is made as an alternative to referring the case to the Procurator Fiscal for prosecution. Should you decline the offer of an Administrative Caution, the Council will consider referring the case to the Procurator Fiscal, who will be advised that you had declined the offer of an Administrative Caution.