

For help with **language / interpreting** and other formats of communication support, please contact: 01224 522 585

ভাষা/ইন্টারপ্রিটিং এবং অন্যান্য ফরমেটের
যোগাযোগ সাহায্যের জন্য দয়া করে
:01224 522 585
নম্বরে যোগাযোগ করবেন।

如果需要語言/傳譯及其他形式的傳訊支援服務，
請聯絡:01224 522 585

Если требуется помощь при выборе
языка / переводчика или других
способов общения, звоните по
телефону: 01224 522 585

للحصول على مساعدة بخصوص اللغة/ الترجمة
و وسائل الاتصال الأخرى، الرجاء الاتصال
بالرقم التالي: 01224 522 585

زبان / ترجمانی (انٹرپرائٹنگ) میں مدد اور اپنی بات دوسروں
تک پہنچانے میں مدد کی دوسری طرزوں کیلئے، براہ کرم اس نمبر پر
رابطہ کریں: 01224 522 585

Jeśli potrzebujesz pomocy **językowej** /
 tłumacza lub innej pomocy w
porozumiewaniu się, proszę zadzwonić
pod numer: 01224 522 585

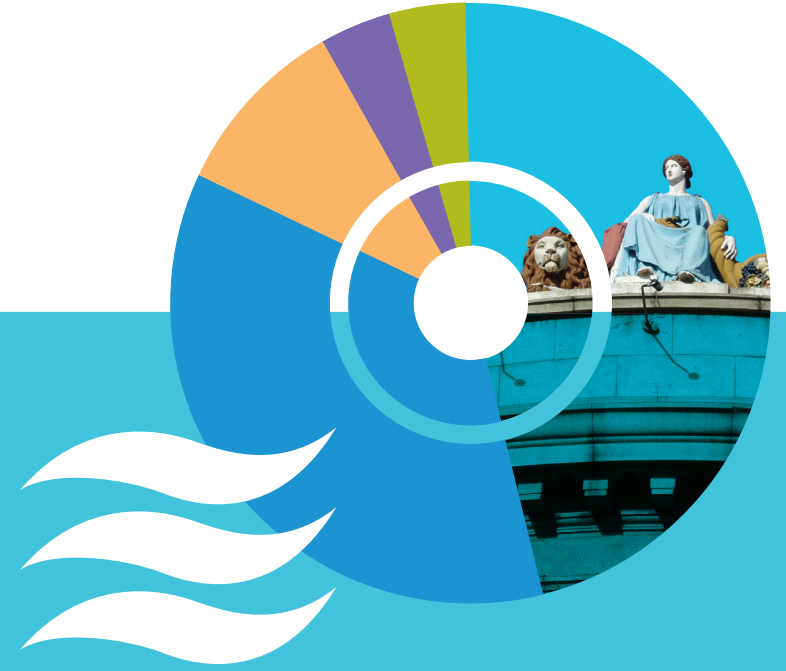


ABERDEEN
CITY COUNCIL

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Guidance on Administrative Penalty 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 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 have been trained to conduct these interviews. It will not normally be any of the officers who interviewed you previously.

What happens at the interview?

The officer will explain what the offence is that the Council believes you have committed.

What is an Administrative Penalty?

An Administrative Penalty is a type of fine given in certain circumstances as an alternative to prosecution. It is calculated at 30% of the overpayment that occurred due to the offence.

At the interview you will be asked to sign an agreement accepting the Administrative Penalty.

If you sign the agreement you have 28 days to change your mind.

Should you re-offend, the fact that an Administrative Penalty 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 Penalty or change my mind about accepting it?

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 Penalty, the Council will consider referring the case to the Procurator Fiscal.