

If any future offence takes place, the Procurator Fiscal will be advised that a previous caution had been given.

WHAT HAPPENS IF I DO NOT WANT TO ACCEPT AN ADMINISTRATIVE CAUTION?

The offer is made as an alternative to the Council considering passing the case to the Procurator Fiscal for consideration of prosecution. Should you decline the offer of an Administrative Caution, the Council will consider taking this action. If the case is passed to the Procurator Fiscal they will be advised of the offer and refusal of the Administrative Caution.

ALTERNATIVE FORMATS

To request this information in an alternative format, e.g. large print, Braille, computer disc, audio tape, or suitable language, please contact:

Local Taxation and Benefits Team
INVESTIGATION
01463 702525

WHERE TO GET HELP AND ADVICE

We strongly recommend that you seek independent advice regarding this matter. Independent and free advice is available from:

ALNESS

Citizens' Advice Bureau
☎ 01349 883333

BADENOCH & STRATHSPEY

Community Advice & Information Service
☎ 01479 810919

DINGWALL

Citizens' Advice Bureau
☎ 01349 864850

EAST SUTHERLAND

Village Advisory Service
☎ 01408 633000

INVERNESS

Citizens' Advice Bureau
☎ 01463 235345

LOCHABER

Citizens' Advice Bureau
☎ 01397 705311

NAIRN

Citizens' Advice Bureau
☎ 01667 456677

SKYE & LOCHALSH

Citizens' Advice Bureau
☎ 01478 612032

THURSO

Citizens' Advice Bureau
☎ 01847 894243 / 896796

WICK

Citizens' Advice Bureau
☎ 01955 605989

INTERVIEW FOR ADMINISTRATIVE CAUTIONS



AGALLAMH SON
RABHADH
RIANACHAIL

What is this leaflet about?

Why have I been asked to attend an interview concerning an ADMINISTRATIVE CAUTION?

The Council has asked you to attend an interview as it believes you have committed a criminal offence in obtaining Housing Benefit and/or Council Tax Benefit to which you were not entitled.

This means that it has enough information to offer you a sanction as a result of this 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 and ask if you will accept this alternative.

DO I HAVE TO ATTEND AN INTERVIEW?

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

WHO CAN COME TO THE INTERVIEW WITH ME?

You can come to the interview with anyone you wish.

You will already have been interviewed and cautioned about this offence and had the opportunity to put your side of the events. This interview will not be conducted as the previous interview and will not last as long as that interview.

WHO WILL INTERVIEW ME?

You will be interviewed by one of the Council's Investigators who has been specially trained to conduct these interviews.

Sometimes the Council will conduct joint investigations with other agencies, such as the Department for

Work and Pensions and HM Revenue & Customs. If there has been a joint Investigation you may be interviewed by an officer from the Council and an officer from the other agency. If this is the case it will be made clear to you at the time of the interview.

WHAT IS AN ADMINISTRATIVE CAUTION?

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 the overpayment that occurred due to the offence will still require to be repaid.

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