

We sometimes conduct joint investigations with other agencies such as the Police, and the Department for Work and Pensions, among others.

If there has been a joint investigation in your case you may be interviewed by an officer from the Council and an officer from another agency. If this is the case, this will be explained to you.

What happens during the interview?

The interview is recorded using either tapes or CDs, and is conducted in line with the Police & Criminal Evidence Act 1984. Two blank versions of the recording media will be unsealed from their packaging in front of you and will be put into the recorder.

Before the officers ask you any questions, they will explain a number of things to you, including; the purpose for the interview, who is in the interview room, your rights, and the interview process.

You will also be cautioned as follows:

You do not have to say anything. But it may harm your defence if you do not mention when questioned something which you later rely on in Court. Anything you do say may be given in evidence.

The officers will then ask you some questions. You do not have to answer the questions, but this may harm your defense if the case goes to court. The officers don't have to accept your first answer; it is their job to try and establish the truth about what has happened.

The interviews do not normally take longer than just over an hour; however this depends on the individual case and circumstances.

What happens after the interview?

After the interview you will be asked to sign a label which is used to seal one copy of the recording media. The other copy is typed up and used as a working copy. This will be explained to you, and you will be given a leaflet explaining what happens to the recording.

You will also be given a leaflet that outlines what happens next and the options the Council has available. These options will be explained to you at the end of the interview.

If you provide new information during the interview, this will be followed up and the necessary information will be collected. You may be asked to attend another interview to discuss this new information. If so, you will remain under caution until this interview.

If we do not need to interview you further, the case will independently reviewed, and a decision will be made on the next course of action is to be taken. You will be written to as soon as possible outlining what will happen next.

Further information

Should you require any further information, please contact the Corporate Anti Fraud and Anti Corruption Team via:

01737 276483

**fraudstoppers@reigate-banstead.gov.uk
www.reigate-banstead.gov.uk/fraud**

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Attending an Interview under Caution

This leaflet explains what an interview under caution is, and what will happen during the interview.

Reigate & Banstead
BOROUGH COUNCIL
Banstead | Horley | Redhill | Reigate

Why have I been asked to come for an interview under caution?

We have asked you to come to an interview under caution because we think that you might have committed a criminal offence. The reasons why we think you may have committed an offence will have been made clear to you in the invitation letter which came with this leaflet.

This does not mean that we believe that you are guilty and will prosecute you, but it does mean that the evidence we have collected so far suggests that you may have committed an offence.

The interview is held in order to give you the chance to explain the events that have occurred, although should evidence emerge during the interview that you have committed an offence, you may be prosecuted.

You do not have to come to the interview. However, if you fail to attend the interview, this may not prevent us from taking further action against you.

The Council will review your case and based upon the information which it holds, the case will be referred for consideration for further action, which may include prosecution.

Who can come to the interview with me?

You may bring one person, who is not connected to the investigation, to the interview with you; such as a friend, a social worker or a relative. They are there for moral support only and may not answer questions, advise you, or speak/comment on your behalf during the interview.

Please note that we do not have childcare facilities, and we will not interview you if you have a child under 16 with you at the time of the interview.

You can also have a solicitor or legal representative with you. This must be arranged by either yourself or with help from Citizens Advice Bureau before the interview. If you choose not to have a solicitor present but decide during the interview that you want to seek legal advice, the interview can be suspended to allow you to arrange this.

What should I bring with me?

Please bring proof with you to the interview of any serious health issues or medication which you are taking. If you have a medical condition that may affect your ability to be interviewed, please contact us as soon as possible to discuss this.

You will need to look at various documents during the interview so you should make sure that you bring any glasses or contact lenses that you normally use when reading.

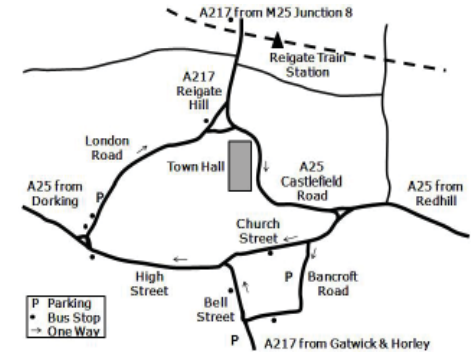
Please bring a form of photographic identification with you, such as a passport or drivers licence.

Where will the interview be held?

Interviews under Caution are normally conducted at the Town Hall in Reigate, however the invitation letter that came with this leaflet will detail exactly where the interview is to be held. If you are not sure, please contact us to confirm.

The Town Hall has been adapted to assist wheelchair users and those with disabilities. Please contact us for further information.

There are limited parking facilities at the Town Hall, which includes disabled parking bays. There is ample parking around the Town Centre, as highlighted on the map below. The Town Hall is approximately 5 minutes walk away from Reigate train station. There are also numerous buses with direct links to Reigate.



What if the appointment is unsuitable?

If the arranged appointment is unsuitable for any reason, it may be possible to rearrange the interview at an alternative location, or at an alternative time or date. Please contact us to discuss the options available.

If you are hearing impaired, or you have difficulty understanding and answering in English, we will arrange a signer or interpreter. There are also portable induction loops available. Please contact us as soon as possible so we can arrange this.

Who will interview me?

You will usually be interviewed by two officers, who are specially trained to carry out interviews under caution, in line with the legislative requirements.