

CABINET

DATE	16/02/2022
REPORT OF	Councillor Ron Shepherd - Portfolio Holder for Safer and Stronger Communities
RESPONSIBLE OFFICER	Sharon Wroot Executive Director Environment, Economy and Resources
SUBJECT	NELC Lettings Legislation Penalty Notice Policy
STATUS	Open
FORWARD PLAN REF NO.	CB 01/22/04

CONTRIBUTION TO OUR AIMS

The adoption of a policy for financial penalties for breaches and/or offences under the Tenants Fees Act 2019 and other relevant letting agency legislation will make a significant contribution to the Council's strategic objective of a 'Stronger Economy'. It will do so by supporting the Council's approach to improving the management of the Borough's private rented housing stock and enhancing the operation of the private rented sector.

The programme will also make a significant contribution to the Council's 'Stronger Community' objective ensuring tenants are dealt with fairly and that the money they pay in deposits is protected across the private rented sector, thereby improving their health and wellbeing.

Providing healthy and safer homes will enable residents to enjoy improved health and wellbeing and feel more safe and secure in their homes.

EXECUTIVE SUMMARY

This report seeks adoption of the proposed policy so that the Trading Standards team within North East Lincolnshire Council can begin to enforce these pieces of legislation.

This policy would enable the service to use financial penalties, as an alternative to prosecution, under the relevant letting agency legislation. The policy covers prohibited payments, failure to publish fees, failure to be a member of a redress scheme and failure to be a member of a client money protection scheme.

RECOMMENDATIONS

It is recommended that Cabinet:

1. Approves the adoption of the Lettings Legislation Penalty Notice policy as set out in appendix A.
2. Delegates authority to the Executive Director Environment Economy and Resources, in consultation with the Portfolio Holder for Safer and Stronger Communities, to take all actions reasonably necessary to implement, administer

and ensure enforcement of such policy, where necessary.

REASONS FOR DECISION

This policy mirrors the policy developed by the National Trading Standards Estate and Letting Agency Team (NTSELAT) who are the national lead authority for this work and have given permission for other local authorities to adopt their policy to provide national consistency.

If we did not adopt this policy then we would not have anything in place to enable us to enforce the penalty notices contained within the pieces of legislation.

The other alternative would be to create our own policy but as this is a national piece of legislation it seems only appropriate that we adopt a policy that has been provided for all local authorities to use.

1. BACKGROUND AND ISSUES

- 1.1. Within North East Lincolnshire (NEL) it is estimated that there are currently 17,000 dwellings, which equates to 23% of all housing stock in NEL, in the private rented sector. The last official 2011 census statistics stated 12,627 dwellings, 18% of all housing stock in NEL. This demonstrates a rise in the number of local residents renting properties.
- 1.2. Any tenants renting property should be protected by the legislation which this policy is hoping to enact within NEL. Any landlords / letting agents should be complying with the legislation to ensure that all tenants are being treated fairly and their money is being protected (where relevant).

2. RISKS AND OPPORTUNITIES

- 2.1. The hope in implementing this policy is to ensure the required information is provided by letting agents and that they are members of the relevant schemes to ensure that tenants are treated fairly.
- 2.2. The penalties if we adopt this policy are all financial, it could therefore be seen by some as a money making scheme. To ensure this is not the case the Enforcement Concordat will be followed (working through the scale from advice up to penalties if compliance is not achieved). If a penalty notice is issued this will be justified using the matrix contained within the policy.

3. OTHER OPTIONS CONSIDERED

- 3.1. For certain elements covered by the policy the Trading Standards Service could instead prosecute under the Consumer Protection from Unfair Trading Regulations 2014, however this would relate to claims that agents are members of a redress scheme, not that they are not members of the scheme.
- 3.2. Not adopting the scheme and therefore not having the provisions in place to enforce these pieces of legislation.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

There are potential negative / positive considerations for accepting this policy. An action plan will be agreed with the Communications team to ensure that businesses are advised of their obligations, (in accordance with the Enforcement Concordat), before any enforcement is carried out. A financial penalty will be the ultimate sanction if compliance cannot be achieved by advising businesses of their obligations.

5. FINANCIAL CONSIDERATIONS

The enforcement of this policy will be included in the Trading Standards teams daily work so there are no additional costs involved.

6. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

Not applicable.

7. CONSULTATION WITH SCRUTINY

There has been no consultation with Scrutiny to date.

8. FINANCIAL IMPLICATIONS

8.1 As outlined in section 5, the administration of this policy will be managed from within existing resources.

8.2 There may be some income generated but this is not anticipated to be significant and this will be monitored on an ongoing basis.

9. LEGAL IMPLICATIONS

9.1 Adoption of the above policy will position the Council to better enable it to meet its obligations as Enforcement Authority under the Tenants Fees Act 2019.

9.2 The delegations sought are appropriate. Ultimately the Portfolio Holder has constitutional authority to approve any future modifications to a policy touching upon the services within the Portfolio Holders defined remit, even those having a borough wide application.

10. HUMAN RESOURCES IMPLICATIONS

There are no direct HR implications contained within this report

11. WARD IMPLICATIONS

All wards in the borough will be affected.

12. BACKGROUND PAPERS

None.

13. CONTACT OFFICER(S)

Charlotte McMullen, Trading Standards Officer, 324808.
Brian Rides, Principal Trading Standards Officer, 324812.

COUNCILLOR RON SHEPHERD
PORTFOLIO HOLDER FOR SAFER AND STRONGER COMMUNITIES

NELC Lettings Legislation Penalty Notice Policy

The Policy

North East Lincolnshire Council ("NELC") has adopted this policy on deciding financial penalties and the appropriateness of prosecution as an alternative to imposing financial penalties under the relevant letting agency legislation.

It applies in relation to any decision made by the Council in its capacity as Enforcement Authority under the Tenants Fees Act 2019.

For clarity, "relevant letting agency legislation" means:-

1. The Tenant Fees Act 2019, "the TFA 2019"
2. Part 3, Chapter 3 of the Consumer Rights Act 2015
3. An order under Section 83(1) and 84(1) of the Enterprise and Regulatory Reform Act 2013¹; and
4. Sections 133 – 135 of the Housing and Planning Act 2016².

¹ Pertaining to The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014

² Pertaining to The Client Money Protection Schemes for Property Agents (Requirement to Belong to a Scheme etc.) Regulations 2019

1. Sanctions

The Tenant Fees Act 2019 provides that enforcement authorities may impose financial penalties of up to £30,000 depending on the breach as follows:

- a. In respect of a first breach of s1 & s2, or a breach of Schedule 2 of the TFA 2019, a financial penalty not exceeding £5,000.
- b. Under s12 of the TFA 2019 a second or subsequent breach of S.1 or S.2 within 5 years of the previous breach provides for a financial penalty not exceeding £30,000 and there is alternative power to prosecute in the Magistrates Court where an unlimited fine may be imposed.

In respect of a failure of Letting Agents to publicise their fees as required by s83(3) of the Consumer Rights Act 2015 a financial penalty not exceeding £5,000.

In respect of a failure by any person engaged in Letting Agency or Property Management work who fails to hold membership of a Redress Scheme as required by Article 3 Redress Schemes for Lettings Agency Work and Property Management Work (requirement to belong to a Scheme etc.) England) Order 2014 (in respect of Lettings Agency work) or Article 5 (in respect of property management work) to a financial penalty not exceeding £5,000. (Note that it is not sufficient to simply register for redress – the correct category of membership must be obtained depending on the work carried out.)

In respect of Client Money Protection Schemes for Property Agents (Requirement to Belong to a Scheme etc.) Regulations 2019:-

- a) a failure by a property agent who holds client money to belong to an approved or designated Client Money Protection ("CMP") Scheme as required by Regulation 3, a financial penalty not exceeding £30,000 or
- b) a failure to display a certificate of membership; or publish a copy of that certificate on the relevant website (where one exists); or produce a copy of the certificate free of charge to any person reasonably requiring it as required; or notify any client in writing within 14 days of a change in the details of a underwriter to the CMP scheme or that the membership of the CMP scheme has been revoked, as required by Regulation 4, a financial penalty not exceeding £5,000.

The Council will determine what is the most appropriate and effective sanction and whether it is appropriate to impose a financial penalty or prosecute having due regard to the NELC Enforcement Policy.

Other Types of Enforcement Action that may be taken

In appropriate circumstances consideration will be given to less formal action such as warning letters or advice, in an effort to secure compliance, and will be done so in accordance with the relevant NELC Enforcement Policy.

2. Statutory Guidance.

The Ministry of Housing, Communities & Local Government (“MHCLG”) has published guidance for enforcement authorities in respect of the Tenant Fees Act 2019 - “Tenant Fees Act 2019: Statutory Guidance for enforcement authorities” and in respect of Client Money Protection Requirements – “Mandatory Client money protection for property agents – enforcement guidance for local authorities”

This is statutory guidance to which enforcement authorities must have regard to when considering to impose a financial penalty. This statutory guidance recommends certain factors that an enforcement authority should take into account when deciding on the level of financial penalty to impose and further recommends that enforcement authorities develop and document their own Policy on determining the appropriate level of financial penalty in a particular case.

3. Determining the level of the financial penalty

In accordance with the provisions of the TFA & CMP statutory guidance, the following factors should be considered by an enforcement authority when determining the level of financial penalty to impose for a breach of relevant letting agency legislation.

- a. Severity of the breach.
- b. Punishment of the landlord or agent.
- c. Aggravating and mitigating factors.
- d. Fairness and proportionality.

Each of these factors are explained in more detail in the statutory guidance which should be referred to for each penalty considered. For ease, the same considerations will be applied in cases of redress membership and breaches of S.83 Consumer Rights Act 2015

Although the Council has a wide discretion in determining the appropriate level of financial penalty in any particular case, regard has been given to the statutory guidance when making this policy.

The Council has also decided to base this policy on the principles set out in the Lead Authorities policy³ with the recognition that with the exception of the limited power to prosecute referred to in Section 2.b of this policy prosecution is not otherwise an option under the TFA 2019.

Appendix 1 of this policy contains the processes that the Council will use in order to determine the level of financial penalty under the TFA 2019 and other relevant letting agency legislation. All stages subsequent to the issue of a Notice of Intent are subject to statutory time limits and the suspension of the process should an appeal be made to the First Tier Tribunal.

³ Bristol City Council enforcement policy in relation to relevant letting agency legislation.

Appendix 1 – The Council’s process for determining the level of penalty to set.

STEP ONE – Determining the offence category

The Council will determine the breach category using only the culpability and category of harm factors below. Where an offence does not fall squarely into a category, individual factors may require a degree of weighting to make an overall assessment. Other discretionary factors may also be applied in order to reflect consistency and may consider decisions in other UK jurisdictions where they contain some relevant and persuasive content.

Level of Culpability

The level of culpability of a landlord / agent will depend upon a number of factors as assessed below:

<u>Very High Level of Culpability</u>	<u>Y/N</u>
Where the Landlord or Agent intentionally breached, or flagrantly disregarded, the law or has/had a high public profile ⁴ and knew their actions were unlawful.	

<u>High Level of Culpability</u>	<u>Y/N</u>
Actual foresight of, or wilful blindness to, risk of a breach but risk nevertheless taken.	

<u>Medium level of Culpability</u>	<u>Y/N</u>
Breach committed through act or omission which a person exercising reasonable care would not commit.	

<u>Low level Culpability</u>	<u>Y/N</u>
Breach committed with little fault, for example, because:	
<ul style="list-style-type: none"> Significant efforts were made to address the risk although they were inadequate on the relevant occasion. 	
<ul style="list-style-type: none"> There was no warning / circumstance indicating risk. 	
<ul style="list-style-type: none"> Failings were minor and occurred as an isolated incident. 	

⁴ Which may include any significant role in a trader or business representative organisation.

Harm

The following factors relate to both actual harm and risk of harm. Dealing with a risk of harm involves consideration of both the likelihood of harm occurring and the extent of it if it does.

Category 1: High Likelihood of Harm	<u>Y/N</u>
Serious adverse effect(s) on individual(s) and/or having a widespread impact due to the nature and/or scale of the Landlord's or Agent's business.	
High risk of an adverse effect on an individual (including where persons are vulnerable ⁵)	

Category 2: Medium Likelihood of Harm	<u>Y/N</u>
Adverse effect on an individual(s) – (not amounting to category 1).	
Medium risk of an adverse effect on individual(s) or low risk of a serious adverse effect.	
Tenants and/or legitimate landlords or agents substantially undermined by the conduct.	
The Council's work as a regulator is inhibited.	
Tenant or prospective tenant misled.	

Category 3: Low Likelihood of Harm	<u>Y/N</u>
Low risk of an adverse effect on actual or prospective tenants.	
Public misled but little or no risk of actual adverse effect on individual(s).	

We will define harm widely and victims may suffer financial loss, damage to health or psychological distress (especially vulnerable cases). There are gradations of harm within all of these categories.

The nature of harm will depend on personal characteristics and circumstances of the victim and the assessment of harm will be an effective and important way of taking into consideration the impact of a particular crime on the victim.

In some cases no actual harm may have resulted and the Council will be concerned with assessing the severity of the misconduct; it will consider the likelihood of harm occurring and the gravity of the harm that could have resulted.

To the community

Some offences cause harm to the community at large (instead of or as well as to an individual victim) and may include economic loss, harm to public health, or interference with the administration of justice.

⁵ A wide definition of vulnerability will be used. See Appendix 2 for a non-exhaustive list.

STEP TWO - Starting point and category range

Having determined the category that the breach falls into, the Council will refer to the following starting points to reach an appropriate level of civil penalty within the category range. The Council will then consider further adjustment within the category range for aggravating and mitigating features.

Obtaining financial information

The statutory guidance advises that local authorities can use their powers to, as far as possible, make an assessment of a Landlord or Agent's assets and any income (not just rental or fee income) they receive when determining an appropriate penalty. The Council will use such lawful means as are at its disposal to identify where assets might be found.

In setting a financial penalty, the Council may conclude that the Landlord or Agent is able to pay any financial penalty imposed unless the Council has obtained, or the Landlord or Agent has supplied, any financial information to the contrary. The subject of a Final Notice, or a Notice of Intent where the subject does not challenge it, will be expected to disclose to the Council such data relevant to his/her financial position to facilitate an assessment of what that person can reasonably afford to pay. Where the Council is not satisfied that it has been given sufficient reliable information, the Council will be entitled to draw reasonable inferences as to the person's means from evidence it has received, or obtained through its own enquiries, and from all the circumstances of the case which may include the inference that the person can pay any financial penalty.

Starting points and ranges

The tables in Appendices 4-9 below give the starting points, minimum and maximum financial penalties for each harm category and level of culpability for each type of breach.

- Appendix 4 First breach in respect of a Prohibited Payment
- Appendix 5 Second & subsequent breach in respect of a Prohibited Payment
- Appendix 6 Breach of Publication of Fees requirements
- Appendix 7 Breach in respect of membership of a Redress Scheme
- Appendix 8 Breach in respect of membership of a Client Money Protection Scheme
- Appendix 9 Breach of transparency requirements in respect of a Client Money Protection Scheme

Context

Below is a list of some, but not all factual elements that provide the context of the breach and factors relating to the Landlord or Agent. The Council will identify whether any combination of these, or other relevant factors, should result in an upward or downward adjustment from the starting point. In particular, relevant recent convictions⁶ are likely to result in a substantial upward adjustment. In some cases, having considered these factors, it may be appropriate to move outside the identified category range which will not exceed the statutory maximum permitted in any case.

⁶ See appendix 3 for a list of relevant convictions.

Factors increasing seriousness

Aggravating factors:

- Previous breaches of the TFA 2019 or relevant letting agency legislation
- Previous convictions, having regard to:
 - the nature of the offence to which the conviction relates and its relevance to the current breach; and,
 - the time that has elapsed since the conviction.

Other aggravating factors may include:

- Motivated by financial gain
- Deliberate concealment of illegal nature of activity or evidence
- Established evidence of wider/community impact
- Obstruction of the investigation
- Record of poor compliance
- Refusal of advice or training or to become a member of an Accreditation scheme

Factors reducing seriousness or reflecting personal mitigation

- No previous or no relevant/recent breaches
- No previous convictions or no relevant/recent convictions
- Steps voluntarily taken to remedy problem
- High level of co-operation with the investigation, beyond that which will always be expected
- Good record of relationship with tenants
- Self-reporting, co-operation and acceptance of responsibility
- Good character and/or exemplary conduct
- Mental disorder or learning disability, where linked to the commission of the breach
- Serious medical conditions requiring urgent, intensive or long-term treatment and supported by medical evidence

STEP THREE - General principles to consider in setting a penalty

The Council will finalise the appropriate level of penalty so that it reflects the seriousness of the offence and the Council must take into account the financial circumstances of the Landlord or Agent if representations are made by the Landlord or Agent following the issue of a Notice of Intent.

The level of financial penalty should reflect the extent to which the conduct fell below the required standard. The financial penalty should meet, in a fair and proportionate way, the objectives of punishment, deterrence and the removal of gain derived through the commission of the breach; it should not be cheaper to breach than to take the appropriate precautions and a fundamental principle involved is that there should be no financial gain to the perpetrator from the commission of the breaches.

If issuing a financial penalty for more than one breach, or where the offender has already been issued with a financial penalty, the Council will consider whether the total penalties are just and proportionate to the offending behaviour and will have regard to the factors in STEP EIGHT below.

STEP FOUR- Issue Notice of Intent

In respect of prohibited payments, publication of fees etc and client money protection membership and transparency requirements The Council will issue a Notice of Intent before the end of the period of 6 months beginning with the first day on which the authority has sufficient evidence of the breach. In respect of redress

membership, the notice of intent must be served within 6 months of the date on which the enforcement authority is first satisfied of the failure to comply with Article 3 or Article 5. If the breach is ongoing the 6 month deadline continues until the breach ceases. A Notice of Intent can be served spontaneously.

While there are slight variations in the Statutory requirements according to which breach is being addressed a Notice of Intent will contain the amount of the proposed penalty, the reason for imposing the penalty and information about the right to make representations concerning the penalty. In respect of the TFA 2019, the date of service is also required on the Notice of Intent.

Templates of the Notices of Intent have been created for the Service to use.

STEP FIVE – Consideration of representations and review of financial penalty where appropriate

The Council should review the penalty and, if necessary, adjust the initial amount reached at STEP FOUR, and represented in the Notice of Intent, to ensure that it fulfils the general principles set out below.

Any quantifiable economic benefit(s) derived from the breach, including through avoided costs or operating savings, should normally be added to the total financial penalty arrived at in step two, providing it doesn't increase the penalty over the prescribed maximum. Where this is not readily available, the Council may draw on information available from enforcing authorities and others about the general costs of operating within the law. Whether the penalty will have the effect of putting the offender out of business will be relevant but in some serious cases this might be an acceptable outcome.

STEP SIX – Reductions

The Council will consider any factors which indicate that a reduction in the penalty is appropriate and in so doing will have regard to the following factors relating to the wider impacts of the financial penalty on innocent third parties; such as (but not limited to):

- The impact of the financial penalty on the Landlord or Agent's ability to comply with the law or make restitution where appropriate.
- The impact of the financial penalty on employment of staff, service users, customers and the local economy.

The following factors will be considered in setting the level of reduction. When deciding on any reduction in a financial penalty, consideration will be given to:

- The stage in the investigation or thereafter when the offender accepted liability.
- The circumstances in which they admitted liability.
- The degree of co-operation with the investigation.

The maximum level of reduction in a penalty for an admission of liability will be one-third. In some circumstances there will be a reduced or no level of discount. This may occur for example where the evidence of the breach is overwhelming or there is a pattern of breaching conduct.

Any reduction should not result in a penalty which is less than the amount of gain from the commission of the breach itself.

STEP SEVEN - Additional actions

In all cases the Council must consider whether to take additional action. These may include further enforcement action itself or reference to other organisations where appropriate.

STEP EIGHT – Totality of breaching conduct

Where more than one financial penalty has been considered, the Council should consider the following guidance from the Sentencing Council's definitive guideline on 'Offences Taken into Consideration and Totality' which appears to the Council to be an appropriate reference and guide.

As the total financial penalty is inevitably cumulative the Council should determine the financial penalty for each individual breach based on the seriousness of the breach and taking into account the circumstances of the case including the financial circumstances of the Landlord or Agent so far as they are known, or appear, to the Council.

The Council should add up the financial penalties for each offence and consider if they are just and proportionate. If the aggregate total is not just and proportionate the Council should consider how to reach a just and proportionate total financial penalty. There are a number of ways in which this can be achieved.

For example:

Where a Landlord or Agent is to be penalised for two or more breaches or where there are multiple breaches of a repetitive kind, especially when committed against the same person, it will often be appropriate to impose for the most serious breach a financial penalty which reflects the totality of the conduct where this can be achieved within the maximum penalty for that breach. No separate penalty should be imposed for the other breaches. Where a Landlord or Agent is to be penalised for two or more breaches that arose out of different incidents, it will often be appropriate to impose separate financial penalties for each breach. The Council should add up the financial penalties for each breach and consider if they are just and proportionate. If the aggregate amount is not just and proportionate the Council should consider whether all of the financial penalties can be proportionately reduced. Separate financial penalties should then be imposed.

Where separate financial penalties are passed, the Council must take care to ensure that there is no double-counting.

STEP NINE – Recording the decision

The officer making a decision about a financial penalty will record their decision giving reasons for coming to the amount of financial penalty that will be imposed.

Appendix 2 – Non exhaustive list of vulnerable people:

- Young adults and children
- Persons vulnerable by virtue of age
- Persons vulnerable by virtue of disability or sensory impairment
- People on a low income
- Persons with a drug or alcohol addiction
- Victims of domestic abuse
- Children in care or otherwise vulnerable by virtue of age
- People with complex health conditions
- People exploited where English is not their first language.
- Victims of Trafficking or sexual exploitation
- Refugees
- Asylum seekers
- People at risk of harassment or eviction
- People at risk of homelessness.

Appendix 3 – Non exhaustive list of relevant offences / breaches:

Housing law or landlord and tenant related

Offences under:

- The Public Health Acts of 1936 and 1961
- The Building Act 1984
- The Environmental Protection Act 1990
- The Town and Country Planning Act 1990
- The Prevention of Damage by Pests Act 1949
- The Protection from Eviction Act 1977
- The Local Government (Miscellaneous Provisions) Acts of 1982 and 1976
- The Housing Grants, Construction and Regeneration Act 1996
- The Local Government and Housing Act 1989
- The Housing Act 2004
- The Consumer Protection from Unfair Trading Regulations 2008

Offences involving fraud

Offences in which the victim has been deprived of money, property or other benefit by misrepresentation/deception on the part of the offender including:

- Theft
- Burglary
- Fraud
- Benefit fraud (particularly where tenants are in receipt of Housing Benefit)
- Conspiracy to defraud
- Obtaining money or property by deception
- People trafficking
- Being struck off as a company director

Offences involving violence

A conviction for the offence of:

- Murder
- Manslaughter
- Arson
- Malicious wounding or grievous bodily harm
- Grievous bodily harm with intent
- Actual bodily harm
- Grievous bodily harm
- Robbery
- Criminal damage where the intent was to intimidate or was racially aggravated
- Common assault
- Common assault which is racially aggravated
- Assault occasioning actual bodily harm
- Possession of an offensive weapon
- Possession of a firearm

Offences involving drugs

- Consideration should be given to the nature of the offence and what bearing it could have on the Landlord or Agents business activities. The nature, quantity, purity and class of drugs should be taken into account. In addition where an offence of possession with intent to supply is involved regard should be had to the role and importance of, the subject in the supply chain

Offences involving sexual offences

- An offence contained in schedule 3 of the Sexual Offences Act 2003.

Unlawful discrimination

- Unlawful discrimination can include findings of an Industrial Tribunal on unlawful employment practice such as discrimination under the Disability Discrimination Act. Consideration should be given to the nature of the unlawful discrimination and what bearing it could have on the management of a licensable property.

Other offences

- Modern Slavery / Human Trafficking Offences involving the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control of another person, for the purpose of exploitation.

Appendix 4 – Financial Penalty in the case of a first breach in respect of Prohibited Payments.

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability. Where exceptional circumstances apply the Council may reduce the minimum penalties further but may not increase them above the maximum permitted of £5000.

	Starting point (£)	Range	
		Min (£)	Max (£)
Low culpability			
Harm category 3	1250	250	2250
Harm category 2	1500	500	2500
Harm category 1	1750	750	2750
Medium culpability			
Harm category 3	2000	1000	3000
Harm category 2	2250	1250	3250
Harm category 1	2500	1500	3500
High culpability			
Harm category 3	2750	1750	3750
Harm category 2	3000	2000	4000
Harm category 1	3250	2250	4250
Very high culpability			
Harm category 3	3500	2500	4500
Harm category 2	3750	2750	4750
Harm category 1	4000	3000	5000

Appendix 5 – Financial Penalty in the case of a second or subsequent breach in respect of Prohibited Payments within 5 years of a previous breach.

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability. Where exceptional circumstances apply the Council may reduce the minimum penalties further but may not increase them above the maximum permitted of £30000.

	Starting point (£)	Range	
		Min (£)	Max (£)
Low culpability			
Harm category 3	3500	2000	8000
Harm category 2	6500	4000	10000
Harm category 1	8500	4500	15000
Medium culpability			
Harm category 3	6500	4750	17000
Harm category 2	10500	5000	20000
Harm category 1	12500	5500	22000
High culpability			
Harm category 3	10500	5500	20000
Harm category 2	15000	6250	24000
Harm category 1	18000	7000	26000
Very high culpability			
Harm category 3	15000	7000	24000
Harm category 2	17500	7250	28000
Harm category 1	20000	7500	30000

Appendix 6 – Financial Penalty in the case of a breach in respect of Publication of Fees.

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability. Where exceptional circumstances apply the Council may reduce the minimum penalties further but may not increase them above the maximum permitted of £5000.

	Starting point (£)	Range	
		Min (£)	Max (£)
Low culpability			
Harm category 3	1250	250	2250
Harm category 2	1500	500	2500
Harm category 1	1750	750	2750
Medium culpability			
Harm category 3	2000	1000	3000
Harm category 2	2250	1250	3250
Harm category 1	2500	1500	3500
High culpability			
Harm category 3	2750	1750	3750
Harm category 2	3000	2000	4000
Harm category 1	3250	2250	4250
Very high culpability			
Harm category 3	3500	2500	4500
Harm category 2	3750	2750	4750
Harm category 1	4000	3000	5000

Appendix 7 – Financial Penalty in the case of a breach in respect of Membership of a Redress Scheme.

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability. Where exceptional circumstances apply the Council may reduce the minimum penalties further but may not increase them above the maximum permitted of £5000.

	Starting point (£)	Range	
		Min (£)	Max (£)
Low culpability			
Harm category 3	1250	250	2250
Harm category 2	1500	500	2500
Harm category 1	1750	750	2750
Medium culpability			
Harm category 3	2000	1000	3000
Harm category 2	2250	1250	3250
Harm category 1	2500	1500	3500
High culpability			
Harm category 3	2750	1750	3750
Harm category 2	3000	2000	4000
Harm category 1	3250	2250	4250
Very high culpability			
Harm category 3	3500	2500	4500
Harm category 2	3750	2750	4750
Harm category 1	4000	3000	5000

Appendix 8 – Financial Penalty in the case of a breach in respect of a failure to obtain membership of a Client Money Protection Scheme

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability. Where exceptional circumstances apply the Council may reduce the minimum penalties further but may not increase them above the maximum permitted of £30000.

		Range	
	Starting point (£)	Min (£)	Max (£)
Low culpability			
Harm category 3	3500	2000	8000
Harm category 2	6500	4000	10000
Harm category 1	8500	4500	15000
Medium culpability			
Harm category 3	6500	4750	17000
Harm category 2	10500	5000	20000
Harm category 1	12500	5500	22000
High culpability			
Harm category 3	10500	5500	20000
Harm category 2	15000	6250	24000
Harm category 1	18000	7000	26000
Very high culpability			
Harm category 3	15000	7000	24000
Harm category 2	17500	7250	28000
Harm category 1	20000	7500	30000

Appendix 9 – Financial Penalty in the case of a breach in respect of transparency issues relating to Membership of a Client Money Protection Scheme (Regulation 4).

The table below gives the starting points, minimum and maximum financial penalties for each harm category and level of culpability. Where exceptional circumstances apply the Council may reduce the minimum penalties further but may not increase them above the maximum permitted of £5000.

		Range	
	Starting point (£)	Min (£)	Max (£)
Low culpability			
Harm category 3	1250	250	2250
Harm category 2	1500	500	2500
Harm category 1	1750	750	2750
Medium culpability			
Harm category 3	2000	1000	3000
Harm category 2	2250	1250	3250
Harm category 1	2500	1500	3500
High culpability			
Harm category 3	2750	1750	3750
Harm category 2	3000	2000	4000
Harm category 1	3250	2250	4250
Very high culpability			
Harm category 3	3500	2500	4500
Harm category 2	3750	2750	4750
Harm category 1	4000	3000	5000