

**RECORD OF DECISION BY CITY MAYOR OR INDIVIDUAL
EXECUTIVE MEMBER**

1.	DECISION TITLE	Civil Penalty Policy and Procedure
2.	DECLARATIONS OF INTEREST	None
3.	DATE OF DECISION	17 October 2024
4.	DECISION MAKER	Deputy City Mayor for Housing, Economy, and Neighbourhoods
5.	DECISION TAKEN	i) To approve the amended civil penalty and procedure ii) To implement immediately after Decision is signed
6.	REASON FOR DECISION	<ul style="list-style-type: none"> • Leicester City Council adopted the use of Civil Penalties as an alternative to prosecution in December 2019. • The policy and procedure has been in use since December 2019 and needed to be reviewed in light of tribunal decisions that have been critical of local authorities policies and procedures • The revised policy and procedure will provide a consistent. Proportionate and transparent methodology for determining the value of the penalty.
7.	a) KEY DECISION Y/N? b) If yes, was it published 5 clear days in advance? y/n	Yes Yes
8.	OPTIONS CONSIDERED	<ul style="list-style-type: none"> • Amend the civil penalty policy and procedure • Retain the existing policy and procedure
9.	DEADLINE FOR CALL-IN <ul style="list-style-type: none"> • 5 Members of a Scrutiny Commission or any 5 Councillors can ask for the decision to be called-in. • Notification of Call-In with reasons must be made to the Monitoring Officer 	24 October 2024
10.	SIGNATURE OF DECISION MAKER (City Mayor or where delegated by the City Mayor, name of Executive Member)	