

**Our reference** SK/GE

15 March 2010

Mr Barry Keel  
Chief Executive  
Plymouth City Council  
Civic Centre  
Plymouth  
Devon  
PL1 2AA

— Dear Barry

## **Annual Inspection Fee 2010/11**

Further to our discussions, I am writing to confirm the assessment and inspection work that we propose to undertake for the 2010/11 financial year at Plymouth City Council. The inspection fee:

- is based on the risk-based approach to inspection planning as set out in the Comprehensive Area Assessment (CAA) framework and associated guidance; and
- reflects only the Audit Commission's inspection work, excluding any audit fees. Your appointed auditor will be writing to you separately on fees for audit work.

CAA will deliver a more proportionate and risk based approach to inspection, targeting only high risk services and outcomes for inspection where alternative improvement activity is not appropriate. The inspection plan will be reviewed and updated as necessary.

The total indicative fee for inspection for 2010/11 is £16,630 and is shown in the table overleaf. The inspection fee has been set in accordance with the Audit Commission's work programme and scales of fees 2010/11.

### Assessment and inspection work plan and fee

Assessment / inspection activity	Planned fee for 2009/10
Area assessment of local partnership	n/a (CLG grant funded)
Managing performance theme of organisational assessment	£16,630
Add: Risk based inspection if applicable  <i>Note: Benefits and fire inspections are grant funded by DWP and CLG respectively. No fee is payable for these. Obtain fee for housing inspections from lead housing inspector (LHI)</i>	0
<b>Total inspection fee</b>	<b>£16,630</b>

If I need to make any significant amendments to the inspection plan and fee during the course of the year, I will first discuss this with you and then confirm in writing outlining the reasons for the change, including the proposed scope for the work.

The above fee excludes any work you requested and the Commission has agreed to undertake using its advice and assistance powers.

If you have any questions regarding this letter, please contact me in the first instance. Alternatively you may wish to contact the Southern Region Head of Operations, Bill Sanderson.

Yours sincerely

Gary Emery  
*Comprehensive Area Assessment Lead*

**cc** Malcolm Coe, Assistant Director of Finance & Efficiencies