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Our Ref GD/HB2018-19

Paul Looby
Head of Financial Planning and Reporting
Plymouth City Council
Ballard House
West Hoe Road
Plymouth
PL1 3BJ

Grant Thornton UK LLP
2 Glass Wharf
Bristol
BS2 0EL

T +44 (0)117 305 7600
F +44 (0)117 305 7784

www.grantthornton.co.uk

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Dear Paul

Housing Benefit Certification Audit – Fee Proposal

We are delighted to provide this fee proposal for the certification of Plymouth City Council's Housing Benefit Subsidy claim for 2018/19.

Grant Thornton is the largest provider of Housing Benefit Subsidy audits to English local authorities. We have:

- detailed knowledge of all Housing Benefit systems and approaches;
- specialist knowledge of the audit testing requirements; and
- a collaborative audit approach focused on helping you get it right first time.

We look forward to working with your team to provide an efficient audit that meets DWP requirements and supports you in delivering a high quality Benefits service.

Our approach

Our approach is built on our extensive experience of delivering Housing Benefit Subsidy certification audits. It is:

Collaborative – we work with your HB teams to project manage the audit process, encouraging your staff to complete workbook testing as part of your internal quality management processes.

Supportive – we provide training on DWP requirements and workbook completion including our [Housing Benefit webinar](#), designed to help you understand the changes to Housing Benefit Subsidy audit requirements.

Proportionate – we complete our workbook testing based on our assessment of the quality of your workbook completion, focus our attention on key variances and ensuring that software 'patches' have been applied appropriately.

Chartered Accountants

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Quality assured – our audit teams receive thorough training and are supported by our specialist ‘HB Champions’. Audit work is subject to quality review during the audit process and selected audits are reviewed in detail post audit completion to ensure our high standards are met and opportunities for further improvements shared.

Proposed fee

We have based our estimate on testing 40 initial cases, representing the initial discovery sample of 20 cases from each of cells 011 and 094. The cost of this audit work is shown in the table below.

The fee set out below is assuming that no errors are identified. Where 40+ (current year issues) or CAKE (prior year issues) testing is required this will be charged at the rate also set out in the table below:

Scenario	Price (excluding VAT)
Completion of 40 initial cases and all additional tests and reporting requirements.	£14,041
This cost would increase should any 40+ workbooks be required. We would charge any additional work at the following daily rate.	£685

I trust that this meets your requirements. If you wish to discuss or clarify any of our response further, please do not hesitate to contact me on the details below.

Yours sincerely



Geraldine Daly
Associate Director
For Grant Thornton UK LLP

T 0117 305 7741
E geri.n.daly@uk.gt.com