

2 April 2009

Mr John Mitchell
 Chief Executive
 Uttlesford District Council
 Council Offices
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 Essex
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 commission.gov.uk

Dear John

Annual inspection fee 2009/10

I am writing to set out the assessment and inspection work that we propose to undertake for the 2009/10 financial year at Uttlesford District 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. For 2009/10 a separate fee letter for audit work is issued which Paul King, as appointed auditor, has sent to you.

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 2009/10 is £9,152 and is shown in the table below. The inspection fee has been set in accordance with the Audit Commission's work programme and scales of fees 2009/10.

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	9,152
Total inspection fee	9,152

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.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Ian Davidson', with a horizontal line underneath.

Ian Davidson
Comprehensive Area Assessment Lead

cc Stephen Joyce, Director of Finance
Cllr Rolfe, Chair of the Performance Select Committee
Paul King, District Auditor
Christine Connolly, Senior Audit Manager