

15 April 2009

Mr Michael Lockwood  
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Dear Michael

### **Assessment and Inspection element of Comprehensive Area Assessment Fee for 2009/10**

Further to our discussions, I am writing to confirm the assessment and inspection work that we propose to undertake as part of CAA for the 2009/10 financial year at Harrow Council. The 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 these elements of CAA for 2009/10 is £19,956 and is shown in the table below. The 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**

<b>Assessment / inspection activity</b>	<b>Planned fee for 2009/10</b>
Area assessment of local partnership	n/a (CLG grant funded)
Managing performance theme of organisational assessment	£19,956.00
No risk based inspection planned	£0

<b>Total fee</b>	£19,956.00
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If I need to make any significant amendments to the CAA 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 additional work that Harrow Council has requested and the Commission has agreed to undertake using its advice and assistance powers.

If you have any questions regarding this letter, please do contact me in the first instance. Alternatively you may wish to contact the London Head of Operations, Les Kidner.

Yours sincerely

Annette Furley  
Comprehensive Area Assessment Lead

**cc** Ms Myfanwy Barrett - Director of Finance