

**Agenda Item No:** 5

**Report to:** Audit Committee

**Date of Meeting:** 16 January 2013

**Report Title:** Planning Letter 2012/13

**Report By:** Tom Davies  
Chief Auditor

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### **Purpose of Report**

To inform the Audit Committee of the proposed audit fee, overview of proposed work and planned outputs.

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### **Recommendation(s)**

- 1. That the report be noted.**

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### **Reasons for Recommendations**

PKF are required to report to those charged with governance their proposed fees and programme of work for the 2012/13 financial year.

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## Introduction

1. The Planning Letter contains the proposed audit fee, overview of proposed work, planned outputs and an update on changes within the external audit team.
2. The section on proposed audit fee describes the Code Audit Work and Grant Certification elements in detail.
3. This Planning Letter outlines the proposed work programme and planned risk based value for money work. A separate audit plan will be issued to the March Audit Committee once PKF have completed their detailed risk assessment.
4. The planned outputs are the same as have been received in the most recent years. There is just a minor change at team level.
5. A representative for PKF will be present at the meeting to introduce the letter and answer any queries.

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## Wards Affected

None

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## Area(s) Affected

None

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## Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	Yes
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No

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## Background Information

Appendix A - Planning Letter 2012/13

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## Officer to Contact

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