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|----------------|--|-------------------------------------|--|
| <b>TITLE</b>   | : <b>AUDIT &amp; INSPECTION ANNUAL LETTER 2003</b> |                                     |  |
| <b>TO / ON</b> | : <b>AUDIT SUB-COMMITTEE</b>                       | <b>21<sup>ST</sup> JANUARY 2004</b> |  |
|                | : <b>EXECUTIVE</b>                                 | <b>21<sup>ST</sup> JANUARY 2004</b> |  |
| <b>BY</b>      | : <b>DIRECTOR OF FINANCE &amp; E-GOVERNMENT</b>    |                                     |  |
| <b>STATUS</b>  | : <b>For Publication</b>                           |                                     |  |

**1.0 TYPE OF DECISION**

1.1 What type of decision is to be taken:-

| EXECUTIVE DECISION |    |         |    | COUNCIL DECISION |
|--------------------|----|---------|----|------------------|
| Key                | No | Non Key | No | No               |

1.2 If a key decision, has it been included in the Forward Plan

|                           |     |              |     |
|---------------------------|-----|--------------|-----|
| Inclusion in Forward Plan | N/a | Date of Plan | N/a |
|---------------------------|-----|--------------|-----|

**2.0 SUMMARY**

This report presents to Members a draft copy of the Audit and Inspection Annual Letter for 2003.

Members' attention is drawn to the fact that there are no statutory recommendations made by the Audit Commission.

**3.0 OPTIONS AND RECOMMENDED OPTION (with reasons)**

(i) Members can either accept or seek amendments to the Annual Letter.

It is recommended that Members

- (i) accept the Annual Letter and support the inclusion of any actions required into Departmental Service Delivery and Development Plans

#### 4.0 THIS REPORT HAS THE FOLLOWING IMPLICATIONS

**Corporate Aims**

The actions set out in this report support the achievement of all of the Corporate Aims.

**Policy Framework**

No direct implications at this stage.

**Statement by Monitoring Officer**

The proposals set out in the report fall within appropriate statutory powers and duties.

**Statement by Director of Finance & E-Government**

There are no direct resource implications arising from this report.

**Human Resource IT/Land and Property Implications**

There are no human resource, IT or land and property implications arising directly from this report.

**Wards/Area Boards affected**

All

**Scrutiny Panel's Interest**

Potentially all Panels/Commissions

**Consultations**

None at this stage.

**Call-in**

This report does not fall within the call-in procedures.

**Briefings**

|                           |    |                  |     |
|---------------------------|----|------------------|-----|
| Executive Members/Chairs? | No | Chief Executive? | Yes |
|---------------------------|----|------------------|-----|

## 5.0 INTRODUCTION

- 5.1 Attached to this report is the Audit Commission's first joint audit and inspection 'Annual Letter' for Members. This replaces the Annual Audit Letter and it summarises the conclusions and significant issues arising from the Commission's audit and inspection programme during 2003 and comments on other current issues.
- 5.2 Members' attention is particularly drawn to the key messages contained in the Letter and shown on page 2, to the CPA scores on page 4 and to the fact that the Commission has given an unqualified opinion of the Authority's Accounts for 2002/03. It is also important to note that Commission has not felt it necessary to issue any statutory recommendations.
- 5.3 The Letter is in draft form and Members will be able to make comments to the Commission at the meetings.

**MIKE OWEN**  
**DIRECTOR OF FINANCE & E-GOVERNMENT**

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**Background papers:**

Various files kept within Financial Services

**For further information on the details of this report, please contact:**

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15<sup>th</sup> January 2003