

**Grant Thornton UK LLP**  
Colmore Plaza  
20 Colmore Circus  
Birmingham B4 6AT

T +44 (0)121 212 4000

[www.grant-thornton.co.uk](http://www.grant-thornton.co.uk)

Our Ref JC/EJM/W09000020/2014-15 Fee Letter

Mr. M Griffiths, Director of Finance  
West Midlands Fire & Rescue Authority  
West Midlands Fire Service Headquarters  
99 Vauxhall Road  
Birmingham  
B7 4HW

11<sup>th</sup> March 2014

Dear Mike

### **Planned audit fee for 2014/15**

The Audit Commission has set its proposed work programme and scales of fees for 2014/15. In this letter we set out details of the audit fee for the Authority along with the scope and timing of our work and details of our team.

### **Scale fee**

The Audit Commission defines the scale audit fee as “the fee required by auditors to carry out the work necessary to meet their statutory responsibilities in accordance with the Code of Audit Practice. It represents the best estimate of the fee required to complete an audit where the audited body has no significant audit risks and it has in place a sound control environment that ensures the auditor is provided with complete and materially accurate financial statements with supporting working papers within agreed timeframes.”

The Authority's scale fee for 2014/15 has been set by the Audit Commission at £51,515, which compares to the audit fee of £51,515 for 2013/14.

Further details of the work programme and individual scale fees for all audited bodies are set out on the Audit Commission's website at: [www.audit-commission.gov.uk/audit-regime/audit-fees/proposed-work-programme-and-scales-of-fees-201415](http://www.audit-commission.gov.uk/audit-regime/audit-fees/proposed-work-programme-and-scales-of-fees-201415)

The audit planning process for 2014/15, including the risk assessment, will continue as the year progresses and fees will be reviewed and updated as necessary as our work progresses.

#### **Chartered Accountants**

Member firm within Grant Thornton International Ltd  
Grant Thornton UK LLP is a limited liability partnership registered in England and Wales: No. OC307742. Registered office: Grant Thornton House, Melton Street, Euston Square, London NW1 2EP  
A list of members is available from our registered office.

Grant Thornton UK LLP is authorised and regulated by the Financial Services Authority for investment business.

### Scope of the audit fee

The scale fee covers:

- our audit of your financial statements
- our work to reach a conclusion on the economy, efficiency and effectiveness in your use of resources (the value for money conclusion)
- our work on your whole of government accounts return.

### Value for Money conclusion

Under the Audit Commission Act, we must be satisfied that the Authority has adequate arrangements in place to secure economy, efficiency and effectiveness in its use of resources, focusing on the arrangements for:

- securing financial resilience; and
- prioritising resources within tighter budgets.

We undertake a risk assessment to identify any significant risks which we will need to address before reaching our value for money conclusion. We will assess the Authority's financial resilience as part of our work on the VfM conclusion and a separate report of our findings will be provided.

### Billing schedule

Fees will be billed as follows:

Main Audit fee	£
September 2014	12,879
December 2014	12,879
March 2015	12,879
June 2015	12,878
<b>Total</b>	<b>51,515</b>

### Outline audit timetable

We will undertake our audit planning and interim audit procedures in December 2014 and February 2015. Upon completion of this phase of our work we will issue a detailed audit plan setting out our findings and details of our audit approach. Our final accounts audit and work on the VfM conclusion will be completed in July 2015 and work on the whole of government accounts return in August 2015.

Phase of work	Timing	Outputs	Comments
Audit planning and interim audit	November 2014 – March 2015	Audit plan	The plan summarises the findings of our audit planning and our approach to the audit of the Authority's accounts and VfM conclusion.
Final accounts audit	July to September 2015	Audit Findings Report (Report to those charged with governance)	This report sets out the findings of our accounts audit and VfM conclusion work for the consideration of those charged with governance.

Phase of work	Timing	Outputs	Comments
VfM conclusion	January to September 2015	Audit Findings Report (Report to those charged with governance)	As above
Whole of government accounts (WGA)	September 2015	Opinion on the WGA return	This work will be completed following the accounts audit.
Annual audit letter	October 2015	Annual audit letter to the Authority	The letter will summarise the findings of all aspects of our work.

### Our team

The key members of the audit team for 2014/15 are:

	Name	Phone Number	E-mail
Engagement Lead	James Cook	0121 232 5343	james.a.cook@uk.gt.com
Engagement Manager	Emily Mayne	07880 456 112	emily.j.mayne@uk.gt.com
VFM/Advisory Lead	Ian Barber	0121 232 5357	ian.m.barber@uk.gt.com
Audit Associate	Lauren McHugh	0121 232 5368	lauren.a.mchugh@uk.gt.com

### Additional work

The scale fee excludes any work requested by the Authority that we may agree to undertake outside of our Code audit. Each additional piece of work will be separately agreed and a detailed project specification and fee agreed with the Authority.

### Quality assurance

We are committed to providing you with a high quality service. If you are in any way dissatisfied, or would like to discuss how we can improve our service, please contact me in the first instance. Alternatively you may wish to contact Jon Roberts, our Public Sector Assurance regional lead partner (jon.roberts@uk.gt.com).

Yours sincerely

James Cook  
For Grant Thornton UK LLP