

5 May 2009

Mr Peter Haywood
Chief Executive
Epping Forest District Council
Civic Offices
High Street
Epping
Essex
CM16 4BZ

Dear Peter

Annual inspection fee 2009/10

Further to our discussions, I am writing to confirm the assessment and inspection work that we propose to undertake for the 2009/10 financial year at Epping Forest District Council.

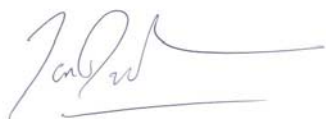
The total fee for inspection for 2009/10 is £9,152. This is based on the basic fee for undertaking the managing performance work. We may also do a Benefits Inspection later in the year following the improvement programme being undertaken by the Benefits Service. However this inspection will be 100% grant funded by DWP.

The inspection fee has been set in accordance with the Audit Commission's work programme and scales of fees 2009/10.

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.

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 Bob Palmer, Director of Finance