



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21st April 2011

Place

The Council Chamber, South Street, Farnham

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

You are hereby summoned to attend a Meeting of **FARNHAM TOWN COUNCIL** to be held on **THURSDAY 21st April 2011**, at **7.00PM** in the **COUNCIL CHAMBER, SOUTH STREET, FARNHAM, SURREY**.

The Agenda for the meeting is attached

Yours sincerely

Mr Iain Lynch (Interim Town Clerk)

Members Apologies

Members are requested to submit their apologies and any Declarations of Interest to Ginny Gordon, the Mayor's Secretary, by 5 pm on Wednesday 20th April 2011.

Recording of Council Meetings

This meeting is digitally recorded for the use of the Council only.

Questions by the Public

Prior to the commencement of the meeting, the Town Mayor will invite Members of the Public present to ask questions on any Local Government matter, not included on the agenda, to which an answer will be given or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details.

A maximum of 15 minutes will be allowed for the whole session.



FARNHAM TOWN COUNCIL

Agenda Full Council

Time and date

7.00pm on Thursday 21st April 2011.

Place

The Council Chamber, South Street, Farnham

1 Apologies

To receive apologies for absence.

2 Minutes

To sign as a correct record the attached minutes of the Farnham Town Council meeting held on Thursday 14th April 2011 **Appendix A.**

3 Disclosure of Interests

To receive from members, in respect of any items included on the agenda for this meeting, disclosure of any personal or prejudicial interests in line with the Town Council's Code of Conduct and gifts and hospitality in line with Government Legislation.

NOTES:

- (i) *Members are requested to make declarations of interest, preferably on the form previously emailed to all members, to be returned to ginny.gordon@farnham.gov.uk by 12 noon on Wednesday 20th April 2011. Alternatively, members are requested to make declarations of interest on the relevant form and to hand to the Town Clerk before the start of the meeting.*
- (ii) *Members are reminded that if they declare a prejudicial interest they must leave immediately after having made representations, given evidence or answered questions and before any debate starts unless he/she has obtained dispensation from the Standards Committee.*

4 Statements by the Public

The Town Mayor to invite members of the public present, to indicate on which item on the agenda if any, they would like to speak.

At the discretion of the Town Mayor, those members of the public, **residing or working** within the Council's boundary, will be invited to speak forthwith, in relation to the business to be transacted at the meeting for a maximum of 3 minutes per person or 15 minutes overall.

5 Town Mayor's Announcements

To receive the Town Mayor's announcements.

Part 1 – Items for Decision

6 Planning Applications

To receive the minutes of the meetings of the Planning Consultative Group held on:

13th April 2011 attached at

Appendix B

The above actions are taken with delegated authority.

7 Annual Accounts and Audit 2011

To receive and agree the report attached proposing the employment of the Audit Commission as a critical friend for the close of the 2010/11 accounts

Appendix C

Part 2 – Items for Noting

8 Date of Next Meeting

To note the date for the Annual Council Meeting – Thursday 12th May 2011 at 7pm in the Council Chamber, South Street, Farnham.

9 Exclusion of the Press and Public

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Items 10 to 11 of the agenda in view of the confidential staffing items under discussion

Part 3 – Confidential Items

10 To approve the Confidential Minutes of the Full Council held on 14th April

Exempt Appendix D (to follow)

11 Recruitment of Town Clerk

To consider the recommendations of the HR Panel

The Town Mayor will close the meeting.

Note: The person to contact about this agenda and documents is Iain Lynch, Interim Town Clerk, Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Membership: Councillors John Ward (Town Mayor), Jill Hargreaves (Deputy Town Mayor), David Attfield, Gillian Beel, Carole Cockburn, Victor Duckett, Lucinda Fleming, Pat Frost, Bob Frost, Carlo Genziani, Stephen Hill, Denise Le Gal, Alan Lovell, Janet Maines, Stephen O'Grady, Roger Steel, Chris Storey, Andrew Thorp.

Distribution: Full agenda and supporting papers to all Councillors (by post) Agenda only by email to all Councillors.



FARNHAM TOWN COUNCIL

A

Minutes
Council

Time and date

7.00pm on Thursday 14 April 2011

Place

The Council Chamber, South Street, Farnham

- * Cllr J Ward (Town Mayor)
- * Cllr G Hargreaves (Deputy Town Mayor)
- Cllr D Attfield
- * Cllr G Beel
- Cllr C Cockburn
- * Cllr V Duckett
- * Cllr (Mrs) P Frost
- * Cllr R Frost
- Cllr L Fleming
- * Cllr C Genziani
- Cllr S Hill
- * Cllr D Le Gal
- Cllr A Lovell
- * Cllr J Maines
- * Cllr S O'Grady
- Cllr R Steel
- * Cllr C Storey
- * Cllr A Thorp

- * Present
- Apologies for absence
Apologies were received from Councillors Attfield, Cockburn, Fleming, Hill, and Lovell,

Officers Present:

Iain Lynch (Interim Town Clerk)

Ginny Gordon (Digital Minutes record)

The proceedings of the meeting of Farnham Town Council held on Thursday 10 March 2011 were digitally recorded for Council purposes only.

QUESTIONS BY THE PUBLIC

- 1) Mr Skingle asked if it would be in order for a member of the public to thank Councillors for their hard work on behalf of the people of Farnham over the past four years, and in particular those councillors who for personal choice or the whim of the electorate would not be councillors again?

The Mayor thanked Mr Skingle for his kind sentiments, and that it was always pleasing to hear positive comments from members of the public.

- 2) David Coker, Chairman of the Crime Prevention Panel asked if the Mayor would be kind enough to make a presentation of the John King Award. The Farnham Crime Prevention Panel was one of two remaining in the western part of Surrey having been set up in the late 1980s. Its role is to help promote the prevention of crime in Farnham and other areas and it works with the police and other statutory bodies, and has a good relationship with Farnham Town Council. The award, in memory of the former Chairman John King, recognises someone in the community who goes the extra mile in helping the public help themselves in crime prevention.

The person receiving the award, Councillor Victor Duckett, had given outstanding commitment and positive guidance to the panel over many years and worked behind the scenes to help the Panel succeed.

The Mayor was delighted to present the Award in front of the Council to Victor Duckett.

C 156/10 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Fleming, Attfield, Hill,

C 157/10 MINUTES

The Minutes of the Farnham Town Council Meeting held on Thursday 10th March 2011 were agreed and signed by the Town Mayor as a correct record following one amendment to Minute C 135/10. The second bullet point should have read “ The Mayor had held five coffee mornings for residents of Hale & Heath End, Firgrove, Moor Park, Rowledge and Wrecclisham, and was due to hold one for representatives of Residents Associations. A number of issues had been raised that were being progressed.”

C 158/10 DISCLOSURE OF INTERESTS

Name of Councillor	Agenda/Minute Number	Subject	Type of Interest	Reason
S O'Grady	12, 13	Staffing and Job Evaluations	Related to a member of staff	Personal and prejudicial
J Maines	6 i 8	Past Mayoress Badges	Former Mayoress	Personal

C 159/10 STATEMENTS BY THE PUBLIC

There were no Statements from the public.

C 160/10 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor announced that he had:

- Attended the launch of the Surrey Air Ambulance Appeal at Farnham Castle;
- Held a coffee morning for Residents Associations;
- Entertained 17 young students from Farnham's Twin Town of Andernach;
- Attended the opening and closing events of the Farnham Festival. He had been struck by the large amount of talent in the Town;
- Presented certificates to the winners of 'Farnham's got Talent';
- Celebrated the birthday of the Black Swan in Wrecclesham now none years old and was about to celebrate the 101st birthday of a resident of Abbeyfield;
- Attended the Alton Civic Service and would be attending the Cranleigh Civic Service on 16th;
- Signed the Town Hall Handover on 30th March and formally received the keys from the Mayor of Waverley on 4th April;

The Mayor thanked retiring Councillors for their work and thanked all councillors for their support in what had been a challenging year.

Cllr Le Gal congratulated the Mayor on the transfer of the Town Hall and looked forward to weddings taking place in the near future.

Part I – Items for Decision

WORKING PARTY NOTES

C 161/10 The notes of the Corporate Development and Audit Working Group held on 29th March 2011, and attached to the record minutes as **Appendix B**, were agreed.

Item 8, the item relating to the purchase of the Past Mayoress, badges was discussed. Cllr Maines felt the whole Council should discuss this matter and not just a Working Group. Cllr Mrs Frost Agreed.

Councillors debated whether it was appropriate for the Council to spend money on Past Mayoress and Past Consort badges in the current climate but it was also felt appropriate to recognise the hard work of Mayoresses and Consorts.

[Cllr Genziani arrived at this point]

C 162/10 It was proposed by Cllr Legal and seconded by Cllr Mrs Frost that the principle of providing Past Mayoress and Past Consort badges be agreed in principle subject to i) a sponsor or funds being found to cover the cost of the die and ii) for Past of Future Mayoresses and Consorts to purchase badges at no cost to the Council.

This proposal was carried unanimously

C 163/10 The Financial Regulations were agreed subject to one change in Paragraph 11.2 a). Delete "European Union Public Sector Procurement rules" and replace with "Public Contracts Regulations 2006, or as otherwise amended".

C 164/10 The notes of the Tourism and Events Working Group held on 6th April 2011, and attached to the record minutes as **Appendix C**, were agreed. It was noted that Councillor O'Grady was present and not Cllr Hargreaves.

Cllr Maines noted that this meeting, as with some others did not meet the quorum and suggested that the new Council consider appointing more members to the Working Groups.

C 165/10 The notes of the Cemeteries and Appeals Working Group held on March 24th 2011, and attached to the record minutes as **Appendix D** were agreed.

C 166/10 The notes of the Farnham in Bloom Working Group held on March 14th 2011, and attached to the record minutes as **Appendix E**, were agreed. The Lead Member Cllr Hargreaves commented that the Community Farnham in Bloom Group had agreed that the big issue for the year for them would be tackling litter in the Town.

C 167/10 PLANNING APPLICATIONS

Members received the minutes of the meeting of the Planning Consultative Group held on the 17th March 2011 and 31st March 2011.

Cllr Bob Frost noted that the Cobbett Statue was likely to come back for reconsideration in a new location.

Cllr Maines asked if the former practice of reporting back on applications after they had gone to Waverley could be reinstated. The Mayor said he would raise this matter with officers.

C 168/10 ANNUAL ACCOUNTS AND AUDIT

Members received the report attached at Appendix H of the record Minutes. It was agreed that this item would be deferred to the next meeting in order that the background papers could be considered.

C 169/10 TRANSFER OF COUNCIL OFFICES

Members welcomed the completion of the transfer of the Council Offices and

RESOLVED to authorise the use of the Council Seal on the Transfer documents for the Council Offices.

Part 2 – Items Noted

C 170/10 REPORTS FROM OUTSIDE BODIES

Cllr Maines reported on a visit to see the CCTV Centre in Guildford and discuss queries with the Centre Manager and staff.

Cllr Legal advised Council that the Farnham Maltings had received a major award of funding from the Arts Council to be the lead organisation in the South East. This was something about which Farnham and the Council should be enormously proud.

C 171/10 DATE OF NEXT MEETING

Members noted that the date of the next Council Meeting was Thursday 21st April 2011 at 7pm in the Council Chamber, and that the Annual Meeting would take place on Thursday 12th May.

C 172/10 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That in view of the confidential nature of business to be transacted at Agenda Items 12 to 14 on Staffing Matters, it was advisable in the public interest that the public and press be temporarily excluded and they were instructed to withdraw at the end of Item 11.

Part 3 – Confidential Items

C 173/10 STAFFING SITUATION, JOB EVALUATIONS AND RECRUITMENT OF TOWN CLERK
to C178/10

Members considered the staffing matters.

The Town Mayor closed the meeting at 8.48 pm

Date

Chairman

FARNHAM TOWN COUNCIL



B

Minutes Planning Consultative Group

Time and date

6.30pm on Wednesday 13th April 2011

Place

Council Chamber, South Street, Farnham

Members Present

- * Cllr C G Genziani (Lead Member)
- 0 Cllr D J Attfield (Deputy Lead Member)
- * Cllr V Duckett
- 0 Cllr L Fleming
- * Cllr R D Frost
- 0 Cllr G Hargreaves
- * Cllr J E Maines
- * Cllr O'Grady
- Cllr C Storey

* Present

o Apologies for absence.

PCG 000/10

PLANNING APPLICATIONS - CONSIDERATIONS

NOTE: The comments and observations from Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

1 Apologies for Absence

Apologies for absence were received from Councillors Attfield, Fleming and Hargreaves

2 Planning Applications Considered

Memorandum for WA/2007/0430

Unable to respond as not enough information provided, however we have objected to the high lighting in the past and the tennis courts should be down lighting and kept to a minimum. The lighting should be bollards as in the lighting provided at Farnham Hospital.

- NMA**
11/0043 Amendment to WA/2009/1299 to provide additional windows.
103 Broomleaf Road.
- No objection**
- MA**
11/0047 Amendment to WA/2010/1250 to provide alteration to windows including additional rooflights.
Losehill House, Crondall Lane, Farnham
- No objection**
- TM**
11/0029 Application for works to trees subject of Tree Preservation Order 18/99
Land at Broad Ha'penny, Wrecclesham
- No objection subject to the approval of the Arboricultural Officer.**
- WA**
11/0459 Erection of two storey extensions (revision of WA/2010/2000)
37 Woodbourne, Farnham
- No objection**
- WA**
11/0477 Erection of two storey extension and porch.
18 Sandrock Hill Road, Farnham
- No objection**
- WA**
11/0480 Application for new planning permission to replace extant permission WA/2008/0545 for the erection of extensions and alterations to convert chalet bungalow to two storey dwelling
8 Alma Way, Farnham
- No plans provided, but provided the plans have not changed – No objections.**
- WA**
11/0483 Erection of first floor extension and alterations.
38 Bridgefield, Farnham
- No objection**
- WA**
11/0487 Erection of double garage, extensions and alterations together with the construction of entrance gates and piers following demolition of existing garage.
7b Greenhill Road, Farnham
- Very concerned about the proximity to the neighbouring property and the possible adverse affects of the residential amenities at No.10.**
- WA**
11/0496 Erection of extensions and alterations
4 Sheephouse, Farnham
- Strongly object, concerned about the possible adverse affects on the residential amenities of the neighbouring properties and the proximity to the neighbouring property**
- WA**
11/0497 Siting of a statue and plinth (follows invalid application WA/2010/0694)
Gostrey Meadow, Union Road, Farnham

Strongly object, this is totally out of character and denies the use of public open

space to the public and is occupying unnecessary open space. The only acceptable place is near the playground.

WA
11/0498 Erection of single storey extension
35 Middle Bourne Lane, Farnham

Concerned about the adverse affects on the neighbouring property at No. 37.

WA
11/0500 Erection of single storey extension
17 Firgrove Hill, Farnham

No objection.

WA
11/0509 Change of use from commercial unit to residential
46a West Street, Farnham

No objection.

WA
11/0510 Erection of single storey rear extension
Trundles, 2 Pine Grove, Farnham

No objection.

WA
11/0511 Erection of single storey extension
104 Weydon Hill Road, Farnham

No objection.

WA
11/0512 Erection of outbuilding
27 Greenhill Way, Farnham

Objection, the position of the proposed outbuilding will have an adverse affect on the street scene.

WA
11/0519 Erection of electrical substation and timber fence enclosure.
Squires Garden Centre, Badshot Lea Road, Badshot Lea

No objection.

WA
11/0521 Certificate of Lawfulness under Section 192 for single storey rear extension
Timbers, Greenhill Road, Farnham

No comment.

The meeting closed at 7.15 pm.



Report to - Full Council - Thursday 21st April 2011

Title – Annual Accounts and Audit 2011.

1 Purpose of the Report

This report is to note the outcome of the Consultation of the Accounts and Audit Regulations and to seek authority for the Audit Commission to be commissioned to undertake a short review to check the robustness of its financial and audit processes for the end of year accounts

2 Summary of Key Issues

- 2.1 Farnham Town Council was one of 150 respondents to the Accounts and Audit Regulations Consultation. The proposed changes which include bringing Audit requirements for local councils in line with the expenditure thresholds set out in the Companies Acts, were endorsed. This means that the threshold for producing FRSSE (Financial Reporting Standard for Smaller Entities) accounts is now £6.5million with effect from 31st March and that Farnham can continue to produce accounts for a “limited assurance audit” which carries a significantly lower Audit fee. The Council could choose voluntarily to adopt the FRSSE regime, but this course of action with additional work involved for both staff and auditors is not felt to be appropriate at this time.
- 2.2 The Council uses good management accounts to keep track of its income and expenditure and inform Councillors of progress of budgeted income and expenditure. It is useful from time to time to review processes and compare how the Council is performing against best practice in the sector and to assure Councillors and residents that proper records are kept and procedures are employed to evidence financial statements. Part of this process is undertaken through the internal audit process and part of this by the external auditors.
- 2.3 As a result of Farnham’s expenditure exceeding £1m (prior to the Consultation changes set out above), a number of developments were planned in anticipation of the requirements of the expected full audit regime. These had been put on hold during the Consultation period. Whilst it will not now be necessary to implement all of these, some of them will provide improved management information for councillors and residents, and it is proposed that a review of the Council’s procedures and record keeping is undertaken at this stage to ensure that a focus is put on those issues which give best return for the work involved.
- 2.4 The Lead Member for Corporate Development and Audit and the Interim Town Clerk met with Paul Grady of the Audit Commission to discuss future arrangements of Audit confirming that the Council was likely to continue with the limited audit regime but seeking an overview of good practice processes for the closedown and production of its financial

statements. It is also a timely opportunity to have an informed external view as to whether the Council is maintaining appropriate records to support and evidence the figures within its financial statements.

- 2.5 The Audit Commission have reviewed our request and provided a proposal (attached at Annex 1) which will provide some advice and support for the end of year processes between April and June and provide a bullet point check list of issues, and of strengths and weaknesses which the Council can address as required in future. As the Council will be following the limited assurance audit, the auditor will be independent of the Audit Commission.
- 2.6 The initial cost for this work as proposed is £4,500, but the Town Clerk (Interim) discussed an alternative proposal which would limit some of the wider elements of the work and bring a reduced fee of £3,000. This would bring approximately four days work (depending on the skill mix and levels of seniority involved). The costs will be met from within the Audit budget for 2011/12.

3 Recommendation. It is recommended that the Council:

- 1) Note the outcome of the Consultation on the Accounts and Audit Regulations**
- 2) Agree to appoint the Audit Commission to provide advice and support in the preparation of the end of year accounts and review procedures and practices at Farnham in accordance with best practice guidance at a cost of up to £3,000 with the costs met from the 2011/12 Audit budget.**

8 April 2011

Note: The person to contact about this report is the Town Clerk Farnham Town Council, South Street, Farnham, Surrey. GU9 7RN. Tel: 01252 712667

Distribution: To all Councillors (by post)



5 April 2011

Mr Iain Lynch
Town Clerk
Farnham Town Council
Town Council Offices
South Street
Farnham
Surrey
GU9 7RN

Direct line 0844 798 2636

Email p-grady@audit-commission.gov.uk

Dear Mr Lynch

Financial Reporting and Closedown Support

Further to your discussions with Iain Murray and me, we set out below our understanding of your requirements for additional support in the accounts preparation and closedown process and preparedness for audit at Farnham Town Council. These services are in support of your ongoing work to strengthen the robustness and resilience of your accounts production and financial reporting.

This letter sets out the basis upon which the Audit Commission will carry out the above piece of work. Our terms and conditions of engagement are attached at Annex 1. It is understood by you and by us that this work is carried out under paragraph 9 of Schedule 2A of the Audit Commission Act 1998 to provide 'advice and assistance' (A&A) to another public authority.

Specification of the work

The specification of the work that you have requested us to do is set out in the following paragraphs.

We understand that you are seeking to enhance the town council's understanding of good practice processes for the closedown and production of your financial statements. You are also seeking informed external views as to whether you are maintaining appropriate records to support and evidence the figures within your financial statements.

To support you in this we will:

- Meet with you to discuss and understand your current processes, identify whether there are any opportunities for improvement and identify appropriate remedial action to secure improvement;
- Review your closedown and financial production plans against best practice and assess them for completeness;
- Review your working paper production processes and content, sharing with you leading practice ideas regarding the nature and extent of evidence and working paper documentation you should maintain;
- Review your processes for reviewing your financial outturns, and evidencing those reviews (including reconciliations), and your arrangements for providing assurance to members;

- Provide an initial challenge to your financial statements, their ability to withstand scrutiny and the quality of the evidence supporting them, by way of detailed senior audit manager review; and
- Share with you leading practice ideas on how to account for your assets, including latest guidance on revaluation approaches.

Our role and deliverables

We will support you during late April to early June. We will provide:

- An experienced CIPFA qualified senior manager with extensive experience of audit and accounts in local government and other sectors; and
- An experienced CIPFA qualified principal auditor with extensive experience of audit and accounts in local government and accounts preparation experience.

We understand you are looking for efficient deliverables which assist you in evaluating your current arrangements and identifying further actions you can take. We will provide you with:

- A summary of the strengths and weaknesses of your current arrangements;
- Tailored checklists to support your accounts production and supporting evidence working paper requirements in this and future years; and
- A summary of further actions you can take to further improve your arrangements.

Your Audit Commission team

Paul Grady will be the engagement lead responsible for the provision of our services to you under this engagement letter. The team who will carry out the work comprises:

Iain Murray

Engagement Manager 0844 798 1764 i-murray@audit-commission.gov.uk

Julian Gillett

Principal Auditor 0844 798 1795 j-gillett@audit-commission.gov.uk

Iain Murray will be your main point of contact for this engagement

Our fees have been calculated based on the work as set out in the specification section, above. If you wish to amend the specification in any respect please do not hesitate to discuss this with us as soon as possible so that unnecessary work is not carried out. If changes are agreed to the specification we will confirm these in writing and will inform you of the fees for the revised work prior to commencing that work.

We will provide these services under a fixed fee agreement. The fee proposed for the services, set out above, is £4,500.

Limitations of scope and responsibilities

The Audit Commission is not responsible for the production of your accounts, or the underlying accuracy or integrity of those accounts. Our work and our other support does not constitute an external audit or similar examination of the accounts, and should not be represented as such by the Council.

Summary

We trust that this letter represents an accurate statement of the services that you would like us to provide. We would be grateful if you could confirm your agreement to the terms of this engagement by countersigning the enclosed copy of this letter and returning it to us. If there is any aspect of this letter that you would like to discuss further, please do not hesitate to contact myself or Iain Murray by telephone or email.

Finally, can we thank you for requesting us to carry out this work for you.

Yours sincerely

**Paul Grady District Auditor and
Engagement Lead**

I, Iain Lynch, have read this letter and the attached terms and conditions and am authorised to and do confirm on behalf of Farnham Town Council that we accept the contents of this letter, the terms and conditions and specification as being the basis of you carrying out the work for us.

Signed:

Position:

Date

Charges will be invoiced on completion of the work unless the specification sets out an alternative schedule of charging.

Unless otherwise agreed, payment of all invoices is due upon delivery. If the charges are not paid within 30 days we reserve the right to charge interest at 4% above the base rate of Lloyds TSB Bank plc.

If for any reason the work does not proceed to completion you will be charged for work done up to the date of the work ceasing.

Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge.

If you have a query in relation to any invoice we hope that you will contact the manager of the team as soon as possible. As with any other problem in relation to the work, we will aim to deal with issues promptly and resolve any concerns at the earliest opportunity.

Confidentiality

Subject to the following we will observe confidentiality in relation to information received for the purposes of this work and all staff are aware of confidentiality requirements. The Commission is bound by section 49 of the Audit Commission Act 1998 and we suggest that you make yourself familiar with its provisions. The Commission may use information obtained during the course of this work for the purpose of its other functions. There may also be occasions where we will have to share information with third parties as part of our statutory responsibilities.

Concerns and Complaints

We are confident that we will provide a high quality service in all respects. We appreciate, however, that there may be occasions where you think that we are not meeting your expectations or where you may want to raise issues or concerns.

This will be best done with the Team Leader working on the project.

If, for any reason, you would rather talk to someone else, then please contact the manager responsible for the team.

If you have a complaint which has not been resolved after talking to the team leader or his/her manager, then the Audit Commission has a complaints procedure and a copy of this is available on request.

Your Responsibilities

You will be responsible for, all management decisions; providing us with complete, accurate, up-to-date and timely documentation and information in order to carry out the work you have requested; and ensuring you have complied with your Financial Regulations, Standing Orders and any applicable EU procurement requirements.

You have the right to terminate this agreement. If you wish to exercise the right, we are entitled to reasonable notice (at least 14 days) in writing.

We also have the right to terminate this agreement. If we wish to exercise this right, we will give you reasonable notice (at least 14 days) and we will give you the reasons for our early termination.

In the event of termination of the work, we are entitled to be paid for the work done up to the date of termination.

Liability and Related Matters

We will carry out the work requested with reasonable skill, care and diligence in accordance with the specification.

We are only liable for loss or damage or personal injury (including death) which arises from the carrying out of this work to the extent that such loss, damage or injury is caused by the negligence or other wrongful act of our employees, servants or agents.

In any event, the liability of the Audit Commission shall be limited to the maximum of ten times the total charges for this work or the amount of the loss, whichever is the lesser, in relation to any claims arising out of work undertaken under these terms of engagement.

Third Parties

The work that we are doing for you as set out in the specification is specifically tailored to meet your requirements. The work is not suitable for use by third parties and must not be circulated or made available to third parties. We will not be liable for any loss or damage caused to a third party in respect of this work.

Copyright

All reports and other documents and materials and the copyright or similar protection in those reports, documents and materials produced by us during the carrying out of the work for you shall remain our property unless otherwise agreed in writing.

Corrupt Gifts or Payments

Given that both you and we are public sector bodies it is important that high standards of ethical conduct are observed.

Neither you nor we shall offer or give or accept any gift or consideration as an inducement or reward for doing or not doing any act in relation to the work or the agreement to do the work, or for showing or not showing favour or disfavour to any person involved in the work.

Force Majeure

There shall be no liability for the failure to do the work agreed if such failure results from circumstances beyond reasonable control including, but not limited to, governmental regulations, fire, flood or any disaster or industrial dispute.

You will provide us with access to all the information, documentation and facilities necessary for us to undertake the work.

We shall not be treated as having notice, for the purposes of this engagement, of information provided to officers and staff of the Audit Commission other than those engaged on the current engagement.

Where you provide us with documentation to assist in the work (or where we produce working papers, notes, drafts, etc.) we have the right to retain copies of this documentation in order to support any report, advice or opinion that we may give. We will keep the working documents and final documentation that we produce during the course of the work.

Governing Law

For the avoidance of doubt this agreement shall be governed and construed in accordance with English Law.

Audit Commission Statutory Responsibilities

This agreement to carry out work and the contents of this letter, the specification and any other document and the work itself are all without prejudice and subject to the overriding statutory responsibilities of the Audit Commission and its appointed auditors.