



## **Audit & Governance Committee Wednesday, 26 April 2017**

### **ADDENDA**

#### **10. External Auditors (Pages 1 - 4)**

2.50pm

A representative from the external auditors, Ernst & Young, will attend to present the following item:

- Progress Report

The attached fee letter for Oxfordshire Pension Fund Annual Audit is circulated for information.

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Lorna Baxter  
Chief Finance Officer  
Oxfordshire County Council  
County Hall  
New Road  
Oxford  
Oxfordshire  
OX1 1ND

20 April 2017

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Email: mhargreaves@uk.ey.com

Dear Lorna

## Annual Audit 2017/18

We are writing to confirm the audit work that we propose to undertake for the 2017/18 financial year at Oxfordshire Pension Fund.

From 1 April 2015, the duty to make arrangements for the audit of the accounts and to prescribe scale of fees for this work was delegated to Public Sector Audit Appointments Ltd (PSAA) by the Secretary of State for Communities and Local Government. In October 2015, the Secretary of State confirmed that the transitional arrangements would be extended for one year for audits of principal local government bodies only, to cover the audit of the accounts for 2017/18. The audit contracts previously let by the Audit Commission and novated to PSAA have therefore also been extended for one year to give effect to this decision.

From 2018/19, new arrangements for local auditor appointment set out in the Local Audit and Accountability Act 2014 will apply for principal local government and police bodies.

Indicative audit fee

For the 2017/18 financial year PSAA has set the scale fee for each audited body, following consultation on its Work Programme and Scale of Fees. There are no planned changes to the overall work programme for 2017/18. It is therefore proposed by the PSAA that scale fees are set at the same level as the scale fees applicable for 2016/17. These fees reflect the significant reductions made to scale fees since 2012/13.

The fee reflects the risk-based approach to audit planning set out in the National Audit Office's Code of Audit Practice for the audit of local public bodies.

The audit fee covers:

- the audit of the financial statements, and
- review of the consistency of financial information in the Pension Fund Annual Report.

For Oxfordshire Pension Fund our indicative fee is set at the scale fee level. This indicative fee is based on certain assumptions, including:

- the overall level of risk to the audit of the financial statements is not significantly different from the previous year;
- officers meet the agreed timetable of deliverables;
- the internal controls for the key processes identified in our audit strategy operate effectively;
- we can rely on the work of internal audit as planned;
- our accounts opinion is unqualified;
- the Pension Fund provides good quality documentation;
- there is an effective control environment; and
- we get prompt responses to our draft reports.

Meeting these assumptions will help ensure the delivery of our audit at the indicative audit fee set out below.

As we have not yet completed our audit for 2016/17, our audit planning process for 2017/18 will continue as the year progresses. We will review and update our fees as necessary, within the parameters of our contract.

#### Summary of fees

	Indicative fee 2017/18 £	Planned fee 2016/17 £	Actual fee 2015/16 £
Total Code audit fee	24,108	24,108	24,108

Any additional work that we may agree to undertake (outside the Code of Audit Practice) will be separately negotiated and agreed with you in advance.

#### Billing

The indicative code audit fee will be billed in 4 quarterly instalments of £6,027.

#### Audit plan

We expect to issue our plan in January 2018. This will communicate any significant financial statement risks identified, planned audit procedures to respond to those risks and any changes in fee. It will also set out the significant risks identified in relation to the value for money conclusion. Should we need to make any significant amendments to the audit fee during the course of the audit, we will

discuss this with you first and if necessary prepare a report for discussion with the Audit and Governance Committee.

Audit team

The key members of the audit team for the 2017/18 financial year are:

Melissa Hargreaves Executive Director	MHargreaves@uk.ey.com	Tel: 0161 333 2634
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Paul King Executive Director	pking1@uk.ey.com	Tel: 0118 928 1556
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Susan Gill Manager	sgill4@uk.ey.com	Tel: 07779 575702
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We are committed to providing you with a high quality service. If at any time you would like to discuss with us how our service to you could be improved, or if you are dissatisfied with the service you are receiving, please contact me. If you prefer an alternative route, please contact Steve Varley, our Managing Partner, 1 More London Place, London, SE1 2AF. We undertake to look into any complaint carefully and promptly and to do all we can to explain the position to you. Should you remain dissatisfied with any aspect of our service, you may of course take matters up with our professional institute.

Yours sincerely



Melissa Hargreaves

Executive Director

For and on behalf of Ernst & Young LLP

cc. Sandy Lovatt Chairman of the Audit and Governance Committee

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