

Police and Crime Commissioner for Cleveland

Audit Completion Report

Year ended 31 March 2013

September 2013



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01

Purpose of this report

This document communicates to you the outcome of our audit of your 2012/13 statement of accounts and matters that we are required to, or wish to bring to your attention

Purpose of this report and our audit approach

Purpose of this document

This document has been prepared to report the findings of our audit for the year ended 31 March 2013 and forms the basis for discussion with the Police and Crime Commissioner (the Commissioner) and the Audit Committee at its meeting on 26 September 2013.

Our communication with you is important to:

- share information to assist both the auditor and those charged with governance (the Commissioner) of to fulfil their respective responsibilities;
- provide constructive observations arising from the audit process to those charged with governance (the Commissioner);
- ensure as part of the two-way communication process we, as external auditors, gain an understanding of the attitude and views of those charged with governance (the Commissioner) to the internal and external operational, financial, compliance and other risks which might affect the statement of accounts, including the likelihood of those risks materialising and how they are managed; and
- receive feedback from those charged with governance (the Commissioner) as to the performance of the engagement team.

Independence

As part of our on-going risk assessment we monitor our relationships with you to identify any new actual or perceived threats to our independence within the regulatory or professional requirements governing us as your auditors.

No new threats to our independence have been identified since we issued our Audit Strategy Memorandum.

Our audit approach

Our audit has been conducted in accordance with International Standards of Auditing (UK and Ireland) (ISA (UK&I)) issued by the Auditing Practices Board.

There have been no changes to our audit approach as communicated to you in the Audit Strategy Memorandum dated February 2013.

Limitations

Our audit procedures, which have been designed to enable us to express an opinion on the statement of accounts, have included the examination of the transactions and the controls thereon of. The International Standards on Auditing (UK and Ireland) do not require us to design audit procedures for the purpose of identifying supplementary matters to communicate with those charged with governance.

Our audit included consideration of internal controls relevant to the preparation of the statement of accounts in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of internal control or to identify any significant deficiencies in their design or operation.

We have included in this report only those matters that have come to our attention as a result of our normal audit procedures and, consequently, our comments should not be regarded as a comprehensive record of all deficiencies that may exist or improvements that could be made.

02

Overall conclusions and opinion

We give an opinion on your statement of accounts and conclude on whether you have made proper arrangements to secure economy, efficiency and effectiveness in your use of resources

Overall conclusions and opinion

Overall conclusion and opinion

At the time of issuing this report we anticipate:

- issuing an unqualified opinion on your statement of accounts; and
- concluding that you have made proper arrangements to secure economy, efficiency and effectiveness in your use of resources.

Audit status

We have substantially completed our audit of the statement of accounts for the year ended 31 March 2013.

At the time of preparing this report, there is one significant matter outstanding, and some other matters.

The significant matter outstanding relates to:

- receipt of the information we require from the local government pension fund administering authority's auditor (Deloitte LLP).

The following matters remain outstanding, and are usually done just prior to signing the audit opinion:

- review of the amended financial statements;
- review of post balance sheet events; and
- review on receipt of management representation letter.

Alongside our audit of your statement of accounts we are required to review your Whole of Government Accounts submission and report to the National Audit Office in line with their group instructions and guidance produced by the Audit Commission. Subject to completing this work we expect to be able to certify the closure of the 2012/13 audit by 30 September 2013.

We have not received any objections to the Commissioner's 2012/13 statement of accounts from electors and have no outstanding matters or correspondence with electors.

We will provide an update to you in relation to the matters outstanding above.

03

Significant risks and key judgement areas

We report to you the risks of material misstatement we identified in your statement of accounts and the key areas of management judgement that impact on your statement of accounts.

Significant risks and key judgement areas

Set out below are the significant risks and key areas of management judgement in the Audit Strategy Memorandum to which we paid particular attention in order to reduce the risk of material misstatement in the statement of accounts. We have detailed below the work performed to address each risk and judgement and our conclusions.

Significant audit risk	How did we address this risk	Conclusions
<p>Management override of controls</p> <p>International auditing standards presume that management override of controls is a fraud risk and therefore should be regarded as a significant risk</p> <p>. This does not imply that we suspect actual or intended manipulation but that we approach the audit with due professional scepticism.</p>	<p>We updated our understanding and evaluation of internal controls procedures as part of our audit planning, including completion of a fraud risk assessment. We sought written assurances from the Commissioner and management on their controls and processes for assessing the risk of fraud in the financial statements and arrangements in place to identify, respond to and report fraud.</p> <p>We have also:</p> <ul style="list-style-type: none"> •Undertaken general ledger journal testing; •considered and reviewed material accounting estimates; •considered and reviewed any unusual or significant business transactions; and •considered any other local factors. 	<p>Our audit has provided the assurance we sought, and not highlighted any issues in this area to report.</p>
<p>Pension Liability and Reserve</p> <p>Due to the nature and amount of the liability and reserve in the balance sheet, a small adjustment to the actuarial assumptions can result in a material change to the liability</p>	<p>We discussed with key contacts any significant changes to the pensions estimates prior to the preparation of the final accounts.</p> <p>In addition to our standard programme of work in this area, we:</p> <ul style="list-style-type: none"> •evaluated the management controls you have in place to assess the reasonableness of the figures provided by the actuaries; and •considered the reasonableness of the actuaries outputs, referring to an expert’s report on all actuaries nationally which is commissioned annually by the Audit Commission 	<p>Our audit has provided the assurance we sought, and not highlighted any issues in this area to report.</p>

Additional significant risks and key judgement areas identified during the audit

Since we submitted our Audit Strategy Memorandum in February 2013 we have identified an additional significant risk. This is set out below along with how we addressed it and our conclusion.

Significant audit risk	How did we address this risk	Conclusions
<p>Income recognition</p> <p>Auditing standards include a rebuttable presumption that there is a significant risk in relation to the timing of income recognition and in relation to judgements made by management as to when income has been earned.</p> <p>In an update to our Audit Manual the firm has made it clear that the scope to apply such a rebuttal is limited. This does not imply that we suspect actual or intended manipulation but that we continue to approach the audit with due professional scepticism.</p>	<p>We evaluated the design and implementation of controls to mitigate the risk of income being recognised in the wrong period. In addition we undertook a range of substantive procedures including:</p> <ul style="list-style-type: none"> •testing receipts in March and April 2013 to ensure that they have been recognised in the right year; •testing adjustment journals; and •obtaining direct confirmation of year-end bank balances and testing the reconciliations to the ledger 	<p>We found no evidence of fraud in income recognition based on our audit procedures.</p> <p>We also evaluated the impact of the errors we identified during the audit and concluded there was no pattern to the errors that might indicate manipulation.</p>

04

Audit findings

We report to you the significant findings from our audit of your statement of accounts

Audit findings

It is a requirement of ISA (UK&I) 260 that significant findings from the audit are communicated to those charged with governance.

Significant qualitative aspects of accounting practices

ISA (UK&I) 260 requires us to communicate with those charged with governance our views about significant qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.

Accounting policies

- The appropriateness of the accounting policies to the particular circumstances of the entity. Where acceptable alternative accounting policies exist, this communication may include identification of the financial statement items that are affected by the choice of significant accounting policies.
- Any changes in significant accounting policies, including the application of new accounting pronouncements.

Accounting estimates

- For items which estimates are significant, issues communicated could include: management's identification of accounting estimates, management's process for making accounting estimates, risks of material misstatement, indicators of possible management bias and disclosure of estimation uncertainty in the financial statements.

Financial statement disclosures

- The issues involved, and related judgements made, in formulating particularly sensitive financial statement disclosures (for example, disclosures related to revenue recognition, remuneration, going concern, subsequent events, and contingency issues).
- The overall neutrality, consistency and clarity of the disclosures in the financial statements.

We have no matters to report in these areas other than the issues reported in the disclosure amendments section that follows.

Significant difficulties encountered during the audit

ISA (UK&I) 260 also requires us to communicate with those charged with governance significant difficulties encountered during the audit. These include such matters as:

- significant delays in management providing required information;
- an unnecessarily brief time within which to complete the audit;
- extensive unexpected effort required to obtain sufficient appropriate audit evidence; and
- the unavailability of expected information.

We did have some delays in obtaining relevant and appropriate working papers and responses to audit queries. We did not receive a fully compliant set of accounts until 9 September, despite the fact that the audit work started on an initial draft of the group accounts in early June.

Unadjusted misstatements

We are required to bring to your attention the misstatements found during the course of audit that have not been corrected, unless they are clearly trivial.

There are no unadjusted misstatements

Adjusted misstatements

The draft accounts have been amended as follows:

- Collection fund debtors of £422k were reclassified from other debtors to other local authorities in note 17 of the group and the PCC statements.
- £800k of council tax freeze grant had been included in the CIES service lines as “negative expenditure” instead of being included below the cost of services line in non-specific grant income in both the group and PCC statements.

Disclosure amendments

Our audit also identified the need to make the following disclosure amendments:

- References to the Best Value accounting code of practice were replaced by CIPFA Service Reporting Code of Practice throughout the financial statements and supporting notes.
- An explanation that the accounts were prepared under FRS 6 Mergers and Acquisitions to comply with the requirements of LAAP Bulletin 95 issued by CIPFA.
- To correct the remuneration note to put the former Chief Constable into the correct banding and to include the PCC’s remuneration.

A number of arithmetical and rounding errors were identified and corrected to ensure that the notes and main statements were consistent and correct.

Significant matters discussed with management

There have been two issues discussed with management, other than our usual discussions as part of gathering our audit evidence:

- the presentation and disclosure requirements in respect of the new arrangements since the introduction and transition from the former Cleveland Police Authority to the Police and Crime Commissioner and Chief Constable; and
- the effective date of the transfer of the helicopter to the National Police Air Service.

The notes and explanatory foreword were amended in response to the first bullet and no further audit action was required in response to the second point.

Other matters significant to the oversight of the financial reporting process

ISA (UK&I) 260 requires us to communicate other significant matters arising from the audit that are directly relevant to those charged with governance in overseeing the financial reporting process. These may include such matters as material misstatements of fact or material inconsistencies in information accompanying the audited financial statements that have been corrected.

We have no such matters to report.

Internal control

The purpose of our audit was to express an opinion on the financial statements. As part of our audit we have considered the internal controls in place relevant to the preparation of the financial statements, in order to design audit procedures to allow us to express an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control.

The matters reported are limited to those deficiencies and other control recommendations that we have identified during our audit and that we consider to be of sufficient importance to merit being reported. If we had performed more extensive procedures on internal control we might have identified more deficiencies to be reported or concluded that some of the reported deficiencies need not in fact have been reported.

We have one matter to bring to your attention. A number of deeds for land and buildings are registered in the names of predecessors to the PCC. In the case of Thornaby Police Station there is no record at the land registry that title is with any predecessor body, although officers in the legal team confirm that the land and buildings transferred to Teesside CBC in 1968.

Before the phase two transfer the PCC should ensure that proper title is held for all property within the asset register.

05

Value for money conclusion

We are required to conclude on your arrangements for securing economy, efficiency and effectiveness in your use of resources

Value for money conclusion

We are required to conclude whether the Commissioner put in place proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

The Audit Commission has specified that our value for money work consists of:

- a review of your annual governance statement;
- reviewing the work of other relevant regulatory bodies or inspectorates, to the extent the results of the work have an impact on my responsibilities; and
- any risk-based work we determine appropriate.

Our Audit Strategy Memorandum, issued in February 2013, confirmed that our work was to include review of reports issued by HMIC, and local risk based work to consider the transition from Cleveland Police Authority, and the governance arrangements put in place following that transition.

Our work has not highlighted any matters which we need to report.

We intend to issue an unqualified conclusion stating the Commissioner has proper arrangements to secure economy, efficiency and effectiveness in the use of resources. Our draft conclusion is included in Appendix 2.

Appendices

1 Management representations

2 Draft auditor's report

3 Required communication

Management representations

To be provided by the Police and Crime Commissioner to us on headed note paper

[Date]

Dear Sir/Madam

Police and Crime Commissioner for Cleveland - audit for year ended 31 March 2013

This representation letter is provided in connection with your audit of the statement of accounts for the Police and Crime Commissioner for Cleveland (the Commissioner) for the year ended 31 March 2013 for the purpose of expressing an opinion as to whether the statement of accounts give a true and fair view in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

I confirm that the following representations are made on the basis of enquiries of management and staff with relevant knowledge and experience (and, where appropriate, inspection of supporting documentation) sufficient to satisfy ourselves that I can properly make each of the following representations to you.

My responsibility for the statement of accounts and accounting information

I believe that I have fulfilled my responsibilities for the true and fair presentation and preparation of the statement of accounts in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

My responsibility to provide and disclose relevant information

I have provided you with:

- access to all information of which we are aware that is relevant to the preparation of the statement of accounts such as records, documentation and other material;
- additional information that you have requested from us for the purpose of the audit; and
- unrestricted access to individuals within the organisation you determined it was necessary to contact in order to obtain audit evidence.

I confirm as Chief Finance Officer that I have taken all the necessary steps to make me aware of any relevant audit information and to establish that you, as auditors, are aware of this information. As far as I am aware there is no relevant audit information of which you, as auditors, are unaware.

Accounting records

I confirm that all transactions that have a material affect on the financial statements have been recorded in the accounting records and are reflected in the financial statements. All other records and related information, including minutes of all relevant meetings, have been made available to you.

Management representations (continued)

Accounting policies

I confirm that I have reviewed the accounting policies applied during the year in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom and International Accounting Standard 8 and consider these policies to faithfully represent the effects of transactions, other events or conditions on the Commissioner's financial position, financial performance and cash flows.

Accounting estimates, including those measured at fair value

I confirm that any significant assumptions used by the Commissioner in making accounting estimates, including those measured at fair value, are reasonable.

Contingencies

There are no material contingent losses including pending or potential litigation that should be accrued where:

- information presently available indicates that it is probable that an asset has been impaired or a liability had been incurred at the balance sheet date; and
- the amount of the loss can be reasonably estimated.

There are no material contingent losses that should be disclosed where, although either or both the conditions specified above are not met, there is a reasonable possibility that a loss, or a loss greater than that accrued, may have been incurred at the balance sheet date.

There are no contingent gains which should be disclosed.

All material matters, including unasserted claims, that may result in litigation against the Commissioner have been brought to your attention. All known actual or possible litigation and claims whose effects should be considered when preparing the financial statements have been disclosed to you and accounted for and disclosed in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom.

Laws and regulations

I confirm that I have disclosed to you all those events of which I am aware which involve known or suspected non-compliance with laws and regulations, together with the actual or contingent consequences which may arise therefrom.

We have complied with all aspects of contractual agreements that would have a material effect on the accounts in the event of non-compliance.

Fraud and error

I acknowledge my responsibility as Chief Finance Officer for the design, implementation and maintenance of internal control to prevent and detect fraud and error. I have disclosed to you:

- all the results of my assessment of the risk that the statement of accounts may be materially misstated as a result of fraud;
- all knowledge of fraud or suspected fraud affecting the Commissioner involving:
 - management and those charged with governance;
 - employees who have significant roles in internal control; and
 - others where fraud could have a material effect on the financial statements.

Management representations (continued)

I have disclosed to you all information in relation to any allegations of fraud, or suspected fraud, affecting the Commissioner's statement of accounts communicated by employees, former employees, analysts, regulators or others.

Related party transactions

I confirm that all related party relationships, transactions and balances, have been appropriately accounted for and disclosed in accordance with the requirements of the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom. I have disclosed to you the identity of the Commissioner's related parties and all related party relationships and transactions of which I am aware.

Impairment review

To the best of my knowledge, there is nothing to indicate that there is a permanent reduction in the recoverable amount of the property, plant and equipment below their carrying value at the balance sheet date. An impairment review is therefore not considered necessary.

Future commitments

I am not aware of any plans, intentions or commitments that may materially affect the carrying value or classification of assets and liabilities or give rise to additional liabilities.

Subsequent events

I confirm all events subsequent to the date of the financial statements and for which the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom require adjustment or disclosure have been adjusted or disclosed. Should further material events occur after the date of this letter which may necessitate revision of the figures included in the financial statements or inclusion of a note thereto, I will advise you accordingly.

Unadjusted misstatements

I confirm that the effects of the uncorrected misstatements are immaterial, both individually and in aggregate, to the statement of accounts as a whole. A list of the uncorrected misstatements is attached to this letter as an Appendix.

Yours faithfully

Chief Finance Officer

Draft auditor's report

INDEPENDENT AUDITORS' REPORT TO THE POLICE AND CRIME COMMISSIONER FOR CLEVELAND

Opinion on the financial statements

We have audited the financial statements of the Police and Crime Commissioner Cleveland for the year ended 31 March 2013 under the Audit Commission Act 1998. The financial statements comprise the Movement in Reserves Statement, the Comprehensive Income and Expenditure Statement, the Balance Sheet, the Cash Flow Statement, and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

This report is made solely to the Police and Crime Commissioner for Cleveland in accordance with Part II of the Audit Commission Act 1998 and for no other purpose, as set out in paragraph 48 of the Statement of Responsibilities of Auditors and Audited Bodies published by the Audit Commission in March 2010.

Respective responsibilities of the Chief Finance Officer and auditor

As explained more fully in the Statement of the Chief Finance Officer's Responsibilities, the Chief Finance Officer is responsible for the preparation of the Statement of Accounts, which includes the financial statements, in accordance with proper practices as set out in the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom, and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the Police and Crime Commissioner's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Chief Finance Officer; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the explanatory foreword to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Draft auditor's report (continued)

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the financial position of the Police and Crime Commissioner for Cleveland as at 31 March 2013 and of its expenditure and income for the year then ended;
- have been prepared properly in accordance with the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

Opinion on other matters

In our opinion, the information given in the explanatory foreword for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we report by exception

We report to you if:

- in our opinion the annual governance statement does not reflect compliance with 'Delivering Good Governance in Local Government: a Framework' published by CIPFA/SOLACE in June 2007;
- We issue a report in the public interest under section 8 of the Audit Commission Act 1998;
- We designate under section 11 of the Audit Commission Act 1998 any recommendation as one that requires the Police and Crime Commissioner to consider it at a public meeting and to decide what action to take in response;
- or
- We exercise any other special powers of the auditor under the Audit Commission Act 1998.

We have nothing to report in these respects

Other matters on which we are required to conclude

We are required under Section 5 of the Audit Commission Act 1998 to satisfy ourselves that the Police and Crime Commissioner has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. We have undertaken our audit in accordance with the Code of Audit Practice and, having regard to the guidance issued by the Audit Commission in November 2012, we have considered the results of the following:

- our review of the annual governance statement;
- the work of other relevant regulatory bodies or inspectorates, to the extent the results of the work have an impact on our responsibilities;
- our locally determined risk-based work.

As a result, we have concluded that there are no matters to report.

Draft auditor's report (continued)

Certificate

We certify that we have completed the audit in accordance with the requirements of the Audit Commission Act 1998 and the Code of Audit Practice issued by the Audit Commission.

[Signature]

Mark Kirkham ACA, CPFA
For and on behalf of Mazars LLP, Appointed Auditors
The Rivergreen Centre
Aykley Heads
Durham, DH1 5TS
[Date]

Required communication

ISA 260 'Communication With Those Charged With Governance' and ISA 265 'Communicating Deficiencies In Internal Control To Those Charged With Governance And Management' require the auditor to communicate a number of matters with those charged with governance. These matters are set out below along with our proposed approach.

Required	Audit conclusion
<p>Respective responsibilities of auditor and those charged with governance.</p> <p>Our responsibility for performing the audit in accordance with ISAs (UK and Ireland), which is directed towards forming and expressing an opinion on the statement of accounts.</p> <p>The audit of the statement of accounts does not relieve management or those charged with governance of their responsibilities.</p>	<p>This information was included in the Audit Strategy Memorandum.</p>
<p>Communication of the planned scope and timing of the audit.</p> <p>Matters communicated include:</p> <ul style="list-style-type: none"> •Significant audit risks and how we will address them; •Our approach to internal control relevant to the audit; •The application of the concept of materiality in the context of an audit; •Our use of the work of internal audit; •Your approach to internal control and how you oversee the effectiveness of internal control procedures; •The attitude, awareness and action of those charged with governance concerning the detection or possibility of fraud; and •Your response to new accounting standards, corporate governance practices and related matters. 	<p>This information was included in the Audit Strategy Memorandum.</p>
<p>Our views on significant qualitative aspect of accounting practices including accounting policies, accounting estimates and financial statement disclosures.</p> <p>When applicable, why we consider a significant accounting practice not to be appropriate to the entity.</p>	<p>Section 4 of this report.</p>

Required	Audit conclusion
<p>Significant difficulties, if any, encountered during the audit.</p> <p>Significant difficulties encountered during the audit may include such matters as:</p> <ul style="list-style-type: none"> •Significant delays in management providing required information; •An unnecessarily brief time within which to complete the audit; •Extensive unexpected effort required to obtain sufficient appropriate audit evidence; •The unavailability of expected information; •Restrictions imposed on the auditor by management; and •Management’s unwillingness to make or extend its assessment of the entity’s ability to continue as a going concern. 	<p>Section 4 of this report.</p>
<p>Details of significant matters discussed with, or subject to correspondence with management.</p>	<p>Section 4 of this report.</p>
<p>Details of written representations we require for our audit.</p>	<p>Appendix 1 to this report.</p>
<p>Any other matters which we consider to be significant to the oversight of the financial reporting process.</p>	<p>Section 4 of this report.</p>
<p>Statement that the engagement team and the firm have complied with relevant ethical requirements regarding independence.</p> <p>Written disclosure of relationships which have a bearing on our independence and safeguards we have put in place, details of non audit services provided and written confirmation of our independence.</p>	<p>This information was included in the Audit Strategy Memorandum.</p>
<p>Form, timing and general content of communications.</p>	<p>We issue our Audit Completion Report. If you require us to communicate in a different way please let us know.</p>
<p>Any significant deficiencies and other control recommendations in respect of internal control that we have identified during the audit.</p>	<p>Section 4 of this report.</p>

Required	Audit conclusion
<p>Our evaluation of the adequacy of the communication process between ourselves and those charged with governance.</p> <p>This may include:</p> <ul style="list-style-type: none"> • observations on appropriateness and timing of action taken by you in response to matters we have raised; • the openness of your communication with us; • your willingness and capacity to meet with us without management being present; • your opportunity to fully comprehend matters we have raised; • the extent to which you probe issues raised and our recommendations; • any communication we have had in establishing with you the form; • timing and general content of communications; • your awareness of how our discussions impact on your governance and management responsibilities; and • whether your communication with us meets legal and regulatory requirements. 	<p>We believe that the communication process between ourselves and those charged with governance has been adequate for the purposes of our audit. If you would prefer something to be done differently please let us know</p>

Should you require any further information, please do not hesitate to contact:

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