

Audit and Assurance Committee



Date: 8 March 2016

Item: Actions List

This paper will be considered in public

1 Summary

1.1 This paper informs the Committee of progress against actions agreed at previous meetings.

2 Recommendation

2.1 **The Committee is asked to note the Actions List.**

List of appendices to this report:

Appendix 1: Actions List

Appendix 2: Timetable for publication of Annual Report and Accounts

List of Background Papers:

Minutes of previous meetings of the Committee

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Audit and Assurance Committee Actions List (reported to 8 March 2016 meeting)

Actions from last meeting

Minute No.	Item/Description	Action By	Target Date	Status/note
64/1/2/15	Management Actions Report General Counsel to highlight to the London Transport Museum the importance of closing actions as soon as possible.	Howard Carter	Following the meeting.	Completed.
65/12/15	Internal Audit Quarter 2 Report 2015/16 Processes in relation to movers and leavers, including third party agreements with contractors, as well as payroll controls, be included in the Audit Plan for 2016/17. The Chair, on behalf of the Committee, to respond to the Chair of the GLA's Oversight Committee. Confirmation to be provided that contingency measures had been put in place in relation to the security of London Underground Tenants, which was an audit which had not closed.	Clive Walker Keith Williams Clive Walker	14 June 2016 meeting. 17 December 2015 GLA Oversight Committee 8 March 2016 meeting.	On Forward Plan. Letter sent. Completed. The Chair has subsequently appeared at the meeting of the GLA Oversight Committee on 25 February 2016. The agreed actions in relation to this audit fell into two categories. Those in relation to shortcomings of the current system had been satisfactorily addressed. The remaining actions related to the implementation of a replacement security card system, and it was some of these that had not been addressed due to delays in the implementation of the new system. The Director of Internal Audit is satisfied that the existing risks have been addressed.

Minute No.	Item/Description	Action By	Target Date	Status/note
	<p>Further information to be provided in relation to the Procurement Authority and Associated Controls audits, and confirmation of reasons for extension of deadlines for actions not closed.</p> <p>The management of the new Taxi and Private Hire Contract be referred to the next meeting of the Surface Transport Panel.</p>	<p>Clive Walker</p> <p>Secretariat</p>	<p>Following the meeting.</p> <p>25 February 2016.</p>	<p>Ten of the 17 agreed actions for this audit had not been completed by the time of the follow up review and an 'Audit Not Closed' Final report was issued. New dates for completion of the actions were agreed. Half of the actions related to the development and delivery of a training programme. Others required software changes. In retrospect, it is clear that the original agreed actions dates were unrealistic. All the actions have now been completed a second Final Audit Report issued.</p> <p>Completed. Considered at the 25 February 2016 meeting of the Surface Transport Panel.</p>
66/12/15	<p>Changes in Legislation and Accounting Standards Impacting on TfL</p> <p>The proposed timetable for preparing and approving the accounts in 2016 to be circulated to the Committee.</p>	Secretariat	Following the meeting.	Completed. Information previously circulated. Attached at Appendix 2.
68/12/15	<p>National Fraud Initiative 2014</p> <p>Confirmation to be provided as to why the overall percentage progress on High Priority recommended matches was lower for Payroll and Insurance.</p>	Brian Davey	8 March 2016 meeting.	<p>At the 8 December 2015 meeting the NFI Report noted a 23 per cent completion of the NFI payroll matches, which was lower than the progress reported in other areas. The slow progress is related to delays inherent with the payroll queries where matches require confirmation from various third party authorities (including local councils and the Home Office).</p> <p>17 outstanding Payroll queries had been</p>

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				<p>communicated to the relevant authority prior to the December 2015 publication – however it is not abnormal for long delays to occur and the TfL Payroll team are therefore tasked with chasing the third parties with reminders.</p> <p>Subsequent to the report, TfL Payroll commenced its review of the remaining nine outstanding Payroll to Creditor.</p> <p>In relation to insurance, 198 Insurance matches had been identified – eight (seven per cent) were considered “High Priority”. A thorough review has been undertaken and has found no irregularities. An extended review of other matches is almost complete but again no irregularities or causes for concern have yet been found.</p> <p>The extended review has been completed and included in the report on the agenda.</p>
69/12/15	<p>Half Yearly Fraud Report 2015/16 A note to be circulated on why cash had been left in the Lost Property Office and not banked immediately.</p>	Clive Walker	Following the meeting.	<p>Cash handed in at the Lost Property Office (LPO) it is locked away in a secure cabinet with restricted access until it is logged onto Sherlock (the LPO’s computer system). Once logged, the money is taken to the safe in the customer contact area. Cash is banked twice a week.</p> <p>In this case a security guard had obtained access to a key to the secure cabinet and was caught on camera doing so. LPO has taken steps to tighten controls over the secure area, including greater restrictions on access to keys.</p>

Minute No.	Item/Description	Action By	Target Date	Status/note
71/12/15	Cyber Security Update A further update report to be submitted to the next meeting and include details of staff awareness campaigns.	Steve Townsend	8 March 2016	On agenda. Completed.
	A site visit to be arranged for interested Members of the Committee to the Cyber Security Incident Response Team and Security Operations Centre	Secretariat	Following the meeting.	Visit took place on 25 January 2016. Completed.
72/12/15	Legal Compliance Report (1 April-30 September 2015) That future reports include post code references when referring to street names.	Howard Carter	14 June 2016 meeting.	Noted on Forward Plan.

Actions from previous meetings

Minute No.	Item/Description	Action By	Target Date	Status/note
09/03/15	Review of TfL's Independent Reporting Lines Future reports to include, where possible, similar concerns or complaints raised through other means, review possible reasons for the low take up of the schemes and provide benchmarking data compared to other similar size organisations.	Howard Carter	8 March 2016 meeting.	On Forward Plan. Completed.

Minute No.	Item/Description	Action By	Target Date	Status/note
10/03/15	National Fraud Initiative 2014 Update Internal Audit to review, as part of its 2015/16 audit plan, whether non London based taxi and private hire drivers were improperly avoiding paying the congestion charge.	Clive Walker	14 June 2016 meeting.	On Forward Plan.
161/12/14/ 149/10/14	Matters Arising and Actions List Once the findings from the review of social needs transport have been implemented, Internal Audit to conduct a review of the effectiveness of Dial-A-Ride.	Clive Walker	8 March 2016 meeting.	An audit of Dial-A-Ride is included in the Integrated Assurance Plan 2016/17. Completed.
163/12/14	Internal Audit Quarter 2 Report 2014/15 A report to be submitted to a future meeting on improvements made to taxi and private hire compliance towards implementing an intelligence led, risk based approach to the tasking and deployment of compliance officers, and any early results.	Steve Burton	12 May 2016 Surface Transport Panel meeting.	This item has been referred to a future meeting of the Surface Transport Panel. Completed.

TfL Group Audit and Accounts Year-end Timetable 2015-2016

Appendix 2

Item	Deliverable	2016 dates	2015 dates
NEW	Advanced copy of (draft) TfL Group accounts sent to Chair of Audit and Assurance Committee for comment	Fri 27 May or earlier	
112	Audit and Assurance Committee papers placed on web	Mon 6 Jun	Tue 9 June
113	Beginning of public inspection period of TfL Accounts	Tues 7 Jun	Tue 9 Jun
120	TfL Audit and Assurance Committee meeting (includes review of the TfL Accounts)	Tue 14 Jun	Wed 17 Jun
126	Subsidiary companies hold Board meetings at which their statutory accounts should be approved (All modes not to approve their statutory accounts without prior clearance from S Bradley)	Mon 20 Jun to Fri 24 Jun	Mon 22 Jun to Fri 26 Jun
129	TfL Board meets to approve TfL statutory accounts	Mon 27 June	Mon 29 June
135	Board papers placed on web	Mon 11 July	Tue 23 Jun
136	End of public inspection period of TfL Accounts	Mon 18 Jul	Tue 7 Jul
138	TfL Board meeting (includes agenda item for approval of the TfL Accounts)	Tues 19 July	Wed 1 Jul
139	Target date for Mayor and Commissioner to sign TfL Accounts	Thurs 21 Jul	Thur 9Jul
140	Target date for auditors to sign the TfL Accounts (subject to timing above)	Fri 22 Jul	Fri 10 Jul