

Transport for London

Minutes of the Audit Committee

Boardroom, 14th Floor, Windsor House, London
10.00am, Wednesday 15 June 2011

Members

Judith Hunt	Chair
Bob Oddy	Member
Patrick O’Keeffe	Member
Steve Wright	Member

Present

Sarah Bradley	Head of Group Financial Accounting
Howard Carter	General Counsel
Stephen Critchley	Chief Finance Officer
Mark Evers	Director of Delivery Unit, Office of the Commissioner (for part)
Ellen Howard	Director of Corporate Governance
Clive Walker	Interim Director of Internal Audit

In Attendance

Robert Brent	Audit Partner, KPMG
Wayne Southwood	Audit Partner, KPMG
Ross Tudor	Director, Public Sector Audit, KPMG
Rebecca Pett	Senior Manager, KPMG
Sue Riley	Secretariat Officer

10/06/11 Apologies for Absence and Declarations of Interest

Apologies for absence had been received from Charles Belcher, Keith Williams and Steve Allen.

Bob Oddy declared an interest as General Secretary of the Licensed Taxi Drivers’ Association regarding any matters concerning taxis. Steve Wright declared an interest as Chair of the Licensed Private Hire Car Association regarding any matters concerning private hire vehicles.

11/06/11 Minutes of the Meeting Held on 2 March 2011

The minutes of the meeting held on 2 March 2011 were approved as a correct record and signed by the Chair.

12/06/11 Matters Arising and Actions List

In relation to the Independent Reporting Lines, further random testing had successfully taken place of SafeCall, and monitoring would continue.

The Committee noted the Actions List.

13/06/11 KPMG Letter on Independence and Objectivity

Ross Tudor presented a letter reporting to the Committee on the independence and objectivity of KPMG.

The Committee noted the letter.

14/06/11 KPMG Report on Non-Audit Fees for Six Months Ended 31 March 2011

Wayne Southwood and Ross Tudor introduced the report informing the Committee of fees billed by KPMG for non-audit services.

The Committee noted the report.

15/06/11 Management Actions Report

Clive Walker introduced the report on those recommendations to management which had not been actioned and were more than 60 days overdue. There were no actions more than 60 days overdue.

It was agreed that a column representing 91 days plus would be included in future reports, to replace the 121 days plus column. **[ACTION: Clive Walker]**

The Committee noted the report.

16/06/11 Final Internal Audit Reports – Quarter 4 2010/11

Clive Walker introduced the final audit reports issued in the fourth quarter of 2010/11. All reports had been closed with no outstanding actions.

The Committee noted the report.

17/06/11 Internal Audit Annual Report 2010/11

Clive Walker introduced the summary of Internal Audit activity for the year ended 31 March 2011. This included Internal Audit's overall positive opinion on the effectiveness of TfL's control environment.

The Chair welcomed the emphasis on spreading best practice and the continued review of IM as an area requiring support.

The Committee noted the report.

18/06/11 Review of Governance and the Annual Governance Statement for Year Ended 31 March 2011

Howard Carter introduced the paper on a review of compliance with the TfL Code of Governance in 2010/11.

It was agreed that the monitoring of conflict of interests, including those of the Investment Programme Advisory Group, be included in the Corporate Governance Improvement Plan 2011. **[ACTION: Howard Carter]**

The Committee approved the Annual Governance Statement as set out in Appendix 1 of the paper, for signing by the Chairman of TfL and the Commissioner, for inclusion in the 2010/11 accounts.

19/06/11 Requests for Information Made to TfL Under the Freedom of Information Act (FOI) and the Environmental Information Regulations (EIR)

Ellen Howard introduced the paper updating the Committee on TfL's compliance with the FOI Act 2000 and the EIR 2004 and the outcome of the assessment by the Information Commissioner's Office of TfL's compliance with the timescales.

The Committee congratulated officers on the improving performance in TfL's compliance.

The Committee noted the paper.

20/06/11 Department for Communities and Local Government (DCLG) Consultation: Future of Local Public Audit

Clive Walker presented the paper on the consultation that has been launched by DCLG on the Future of Local Public Audit.

The Committee noted the paper and made a number of comments which would be included in TfL's response to the DCLG consultation on the Future of Local Public Audit.

21/06/11 The Bribery Act 2010

Howard Carter introduced the paper on TfL's response to the Bribery Act 2010.

The Committee noted the paper.

22/06/11 Assurance for London 2012 Games

Howard Carter and Mark Evers presented the paper providing an overview of the assurance strategy implemented for the London 2012 Games across TfL.

The Committee noted the paper.

23/06/11 Any Other Business

There being no other business the meeting closed at 11.05am.

The next scheduled meeting would be held on 28 September 2011 at 10.00am.

Chair: _____

Date: _____