

# Agenda

**Meeting: Audit and Assurance Committee**

**Date: Thursday, 8 October 2015**

**Time: 10.00am**

**Place: Conference Rooms 1 and 2,  
Palestra, 197 Blackfriars Road,  
London, SE1 8NJ**

## Members

Keith Williams (Chair)  
Steve Wright (Vice-Chair)  
Richard Barnes

Charles Belcher  
Brian Cooke  
Baroness Grey-Thompson DBE

Copies of the papers and any attachments are available on [tfl.gov.uk How We Are Governed](http://tfl.gov.uk/HowWeAreGoverned).

This meeting will be open to the public, except for where exempt information is being discussed as noted on the agenda. There is access for disabled people and induction loops are available. A guide for the press and public on attending and reporting meetings of local government bodies, including the use of film, photography, social media and other means is available on [www.london.gov.uk/sites/default/files/Openness-in-Meetings.pdf](http://www.london.gov.uk/sites/default/files/Openness-in-Meetings.pdf).

## Further Information

If you have questions, would like further information about the meeting or require special facilities please contact: Sue Riley, Secretariat Officer; telephone: 020 7983 4392; email: [SueRiley@tfl.gov.uk](mailto:SueRiley@tfl.gov.uk)

For media enquiries please contact the TfL Press Office; telephone: 0845 604 4141; email: [PressOffice@tfl.gov.uk](mailto:PressOffice@tfl.gov.uk)

Howard Carter, General Counsel  
Wednesday, 30 September 2015

**Agenda**  
**Audit and Assurance Committee**  
**Thursday, 8 October 2015**

**1 Apologies for Absence and Chair's Announcements**

**2 Declarations of Interests**

General Counsel

**Members are reminded that any interests in a matter under discussion must be declared at the start of the meeting, or at the commencement of the item of business.**

**Members must not take part in any discussion or decision on such a matter and, depending on the nature of the interest, may be asked to leave the room during the discussion.**

**3 Minutes of the Meeting of the Audit and Assurance Committee held on 16 June 2015**

General Counsel

**The Committee is asked to approve the minutes of the previous meeting of the Audit Committee held on 16 June 2015 and authorise the Chair to sign them.**

**4 Matters Arising and Actions List**

General Counsel

**The Committee is asked to note the updated actions list.**

**External Audit Items**

**5 Annual Audit Letter**

Chief Finance Officer

**The Committee is asked to note the paper.**

**6 External Audit Plan TfL, TTL and Subsidiaries - Year Ending 31 March 2016**

Chief Finance Officer

**The Committee is asked to note the paper.**

**7 KPMG Report on Non-Audit Fees for Period between 1 April - 10 July 2015**

Chief Finance Officer

**The Committee is asked to note the paper.**

**Internal Audit Items**

**8 Review of Internal Audit Charter**

Director of Internal Audit

The Committee is asked to approve the proposed changes to the Charter.

**9 Management Actions Report**

Director of Internal Audit

**The Committee is asked to note the report.**

**10 Internal Audit Quarter 1 Report 2015/16**

Director of Internal Audit

**The Committee is asked to note the report.**

**11 Crossrail Audit Committee**

Director of Internal Audit

**The Committee is asked to note the paper.**

## **Accounting and Governance**

### **12 External Audit Services Policy**

Chief Finance Officer

**The Committee is asked to approve the Policy.**

### **13 Effectiveness Review of the External Auditors**

Chief Finance Officer

**The Committee is asked to note the paper.**

### **14 National Fraud Initiative 2014**

Chief Finance Officer

**The Committee is asked to note the paper.**

### **15 Strategic Risk Management Update - Quarter 1 2015**

Chief Finance Officer

**The Committee is asked to note the paper.**

### **16 Any Other Business the Chair Considers Urgent**

**The Chair will state the reason for urgency of any item taken.**

### **17 Date of Next Meeting: 8 December 2015**

### **18 Exclusion of Press and Public**

**The Committee is recommended to agree to exclude the press and public from the meeting, in accordance with paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended), in order to consider the following items of business.**

## **Agenda Part 2**

**Papers containing supplemental confidential or exempt information not included in the related item on Part 1 of the agenda.**

### **19 Effectiveness Review of the External Auditors**

Chief Finance Officer

**Exempt supplemental information relating to the item on Part 1.**

### **20 Strategic Risk Management Update - Quarter 1 2015**

Chief Finance Officer

**Exempt supplemental information relating to the item on Part 1.**