

**Date: 16 June 2015**

**Item: Management Actions Report**

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**This paper will be considered in public**

**1 Summary**

1.1 The purpose of this report is to inform the Audit and Assurance Committee of those recommendations to management which have not been actioned and are more than 60 days overdue.

**2 Recommendation**

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

**3 Background**

3.1 A full statistics report is attached as Appendix 1.

3.2 There are no actions more than 60 days overdue.

3.3 There are more actions in the 1 – 30 days overdue category than usual this quarter. This reflects the fact that we have recently introduced new Issue Track software for monitoring the completion of management actions. Issue Track sends automated reminders to managers responsible for actions and requires them to submit evidence of completion of the action. There have been some delays in closing actions as managers get used to the new system, but we expect this to improve as the process becomes more familiar.

**List of appendices to this report:**

Appendix 1 – Outstanding Actions Statistics

**List of Background Papers:**

Audit reports.

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Outstanding Actions Statistics

Directorate	Not yet due	1-30 Days	31-60 Days	61-90 Days	91+ Days
Pan TfL	7	2	0	0	0
Rail and Underground	131	8	0	0	0
Surface Transport	1	0	0	0	0
Finance	30	6	0	0	0
Planning	0	0	0	0	0
Customer Experience, Marketing and Communications	6	3	0	0	0
General Counsel	0	0	0	0	0
HR	10	1	0	0	0
Crossrail	5	2	0	0	0
LT Museum	1	1	0	0	0