

**Date:** 13 July 2017

**Item:** **Members' Suggestions for Future Discussion Items**

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## **This paper will be considered in public**

### **1 Summary**

- 1.1 This paper presents the current forward programme for the Committee and explains how this is put together. Members are invited to suggest additional future discussion items.

### **2 Recommendation**

- 2.1 **The Committee is asked to note the forward programme and is invited to raise any suggestions for future discussion items.**

### **3 Forward Plan Development**

- 3.1 The Board and its Committees and Panels have forward plans. The content of the plans arise from a number of sources:
- (a) Standing items for each meeting: Minutes; Matters Arising and Actions List; and any regular quarterly reports. For this Committee these include quarterly internal audit reports; management actions report; Crossrail updates; strategic risk management updates and cyber security updates.
  - (b) Regular items (annual, half-year or quarterly) which are for review and approval or noting: Examples include the Legal Compliance Report, Fraud Report, Integrated Assurance Plan, and TfL Annual Report and Accounts.
  - (c) Matters reserved for annual approval or review: Examples include those already mentioned above as well as Annual Audit Fee, Annual Resilience and Strategic Risk Management & Assurance Annual Report 2016/17.
  - (d) Items requested by Members: The Deputy Chair of TfL and the Chair of this Committee will regularly review the forward plan and may suggest items. Other items will arise out of actions from previous meetings (including meetings of the Board or other Committees and Panels) and any issues suggested under this agenda item.
- 3.2 The Committee is required to meet in private, on an annual basis, with the Director of Internal Audit, External Auditors and Chief Finance Officer. These discussions are scheduled after the following Committee dates:
- 11 October 2017: Director of Internal Auditor  
6 March 2018: Chief Finance Officer

## 4 **Current Plan**

- 4.1 The current plan is attached as Appendix 1. Like all plans, it is a snapshot in time and items may be added, removed or deferred to a later date.

### **List of appendices to this report:**

Appendix 1: Audit and Assurance Committee Forward Plan.

### **List of Background Papers:**

None

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## Audit and Assurance Committee Forward Planner 2017/18

## Appendix I

**Membership:** Anne McMeel (Chair), Dr Lynn Sloman (Vice Chair), Kay Carberry CBE, Dr Mee Ling Ng OBE and Dr Nelson Ogunshakin OBE

11 October 2017		
Internal Audit Quarterly Reports	Director of Internal Audit	Quarterly
Crossrail Audit Committee	Director of Internal Audit	Quarterly
Strategic Risk Management Report	Chief Finance Officer	Quarterly
External Audit Plan TfL, TTL and Subsidiaries - Year Ending 31 March 2018	EY/Chief Finance Officer	Annual
Effectiveness Review of the External Auditors	Chief Finance Officer	Annual
EY Report on Non-Audit Fees	EY/Chief Finance Officer	Six Monthly
Gifts and Hospitality	General Counsel	Quarterly
Cyber Security	Chief Information Officer	Six Monthly

**Annual Strategic Risk Workshop to be held after the meeting**

14 December 2017		
Internal Audit Quarterly Reports	Director of Internal Audit	Quarterly
Crossrail Audit Committee	Director of Internal Audit	Quarterly
Strategic Risk Management Report	Chief Finance Officer	Quarterly
Legal Compliance Report	General Counsel	Six Monthly
Gifts and Hospitality	General Counsel	Quarterly
Half Yearly Fraud Report	Director of Internal Audit	Six Monthly

6 March 2018		
Internal Audit Quarterly Reports	Director of Internal Audit	Quarterly
Crossrail Audit Committee	Director of Internal Audit	Quarterly
Integrated Assurance Plan 2018/19	Director of Internal Audit	Annual
National Fraud Initiative	Chief Finance Officer	Annual or reporting by exception
Strategic Risk Management Report	Chief Finance Officer	Quarterly
Independent Reporting Lines	General Counsel	Annual
Gifts and Hospitality	General Counsel	Quarterly

**Standing items:**

- Internal Audit Quarterly Reports
- Crossrail Audit Committee
- Strategic Risk Management Update
- Gifts and Hospitality

**Regular items:**

- Half Yearly Fraud Report
- Integrated Assurance Plan
- Independent Reporting Lines
- NFI Update
- Legal Compliance Report
- Annual Report and Accounts
- External Audit Plan
- Effectiveness Review of the External Auditors
- EY Report on Non-Audit Fees
- Annual Audit Fee
- Internal Audit Annual Report
- Cyber Security