

## Audit and Assurance Committee Actions List (to be reported to the meeting on 27 November 2024) Appendix 1

### Actions from the meeting held on 18 September 2024

Minute No.	Item/Description	Action By	Target Date	Status/Note
44/09/23 (1)	<b>Risk and Assurance Quarter 1 (Q1) Report 2024/25: Audit Conclusions</b> Board Members to be provided with details of the different audit conclusion categories.	Lorraine Humphrey	September 2024	<b>Completed.</b> Details were provided to all Board Members on 25 September 2024.
44/09/23 (2)	<b>Risk and Assurance Q1 Report 2024/25: Safeguarding</b> The delayed audit of safeguarding within Places for London to be included as a priority in Quarter 3 of 2024/25.	Jill Elliott	November 2024	<b>Completed.</b> Lines of Enquiries have been issued.
44/09/23 (3)	<b>Risk and Assurance Q1 Report 2024/25: Equality Impact Assessment</b> An evaluation of the Equality Impact Assessment process to be considered as an addition to the Audit Forward Plan.	Jill Elliott	In progress	An audit of the Equality Impact Sssessment process will be included for consideration in the future internal audit planning process due to commence November 2024.
44/09/23 (4)	<b>Risk and Assurance Q1 Report 2024/25: Cyber Incident</b> Following the wider review, to be led by the Chief Finance Officer, the outcome of any specific audits on the cyber incident to be shared with the Committee and the Safety and Security Panel, including a review of the current Enterprise Risk.	Lorraine Humphrey/ Jill Elliott	March 2025	Ongoing.
47/09/24	<b>Places for London Assurance Update</b> An audit of affordable housing provision (tenure and size) would be considered.	Jill Elliott	March 2025	Planning for the first six months of 2025/26 is ongoing and the Audit Plan will be brought to 10 March 2025 meeting of the Committee.

Minute No.	Item/Description	Action By	Target Date	Status/Note
50/09/24	<b>Freedom of Information Update</b> Figures on Freedom of Information and Environmental Information requests with a response deadline extended beyond 20 working days to be included in future reports.	Richard Bevins	September 2025	Figures will be included in future annual updates, with the next update scheduled on the forward plan for September 2025.

### Actions from previous meetings

Minute No.	Item/Description	Action By	Target Date	Status/Note
22/06/24	<b>Ernst &amp; Young Report to Those Charged with Governance: Value for money</b> EY to provide further clarification in the final report on its assessment of value for money as a significant weakness, under the terms of the Code of Audit Practice, as expressed in the Executive Summary.	Patrick Doig	September 2024	<b>Completed.</b> An oral update was provided at the 18 September 2024 meeting.
27/06/24	<b>Risk and Assurance Annual Report and Assurance Statement 2023/24: Content</b> The charts and metrics currently used in the quarterly reporting to be included in the annual report in future.	Lorraine Humphrey	June 2025	Further detail will be included in future annual reports, with the next report scheduled on the forward plan for June 2025.
05/03/24 (1)	<b>Risk and Assurance Quarter 3 (Q3) Report 2023/24: Bus Network Safety</b> Staff to provide further assurances that the bus network, as part of Enterprise Risk 1, would include adequate controls and mitigations on safety from concession partners.	Claire Mann	February 2025	An update will be provided to the Safety and Security Panel at its meeting on 12 February 2025 and will be shared with Committee Members.

Minute No.	Item/Description	Action By	Target Date	Status/Note
05/03/24 (2)	<b>Risk and Assurance Q3 Report 2023/24: Customer Response Action Plan</b> An update to be provided on TfL's customer response action plan as a result of significant operational disruptions due to extreme weather, power outages and other similar issues.	Claire Mann	March 2025	An update will be provided to the Customer, Sustainability and Operations Panel at its meeting on 13 March 2025 as part of the Enterprise Risk review and will be shared with Committee Members.
05/03/24 (3)	<b>Risk and Assurance Q3 Report 2023/24: Risk Management Briefing</b> All Board Members to be invited to an informal briefing on TfL's risk management in the autumn, which would also be linked to new Board Members' induction.	Secretariat	October 2024	<b>Completed.</b> Briefing held on 24 October 2024. A further risks and opportunities session has been arranged for all Board Members in February 2025.
09/03/24	<b>Personal Data Disclosure to Police and Other Statutory Law Enforcement Agencies (2023): Policy Review</b> Future reports to reference the link between policy areas and disclosure. The overarching policy would be reviewed, and the report would highlight how the policy was used to consider data requests.	Siwan Hayward	March 2025	Further detail will be included in future reports, with the next report scheduled on the forward plan for March 2025.