

The Whittington Hospital NHS Trust Audit Committee Action Notes

This paper tracks progress on actions from previous meetings of the Audit Committee (AC) and summarises the key decisions and actions arising from the latest meeting on 7th September 2009. The minutes of the meeting contain a more comprehensive account of discussion and outcomes.

Update on outstanding action from Audit Committee on 8th January 2009

Action	Progress / Update
Draw up action plan in response to report of assessor (NHSLA acute risk management standards level 2 assessment)	Deborah Wheeler/Deborah Clatworthy to report back to May AC. Rescheduled for May CGC and July AC. On hold because of pressures arising from flu pandemic planning. November AC

Update on outstanding actions from Audit Committee on 5th March 2009

Action	Progress / Update
Crime Investigation Policy to be drafted for May AC. Steve Primrose/Philip lent	Delayed due to sickness absence of SP Work in progress. To be covered on dashboard as part of general progress on updating policies.

Update on outstanding actions from Audit Committee on 7th May 2009

Action	Progress / Update
Further update on the maternity services improvement plan to come back to the AC in six months Kate Slemeck/Linda McGurrin	November AC
Map BAF risks into Risk Register when Datix database has been implemented Susan Sorensen/Deborah Wheeler	Delay on Datix implementation. BAF to be discussed at October board seminar. Report back to November AC.
Need to increase coverage of fraud awareness training – early 2010 Nigel Sedgwick	Need to organise with Lisa Smith (non-medical staff) and Dr Wong (chairman of Medical Committee)
Update on Deprivation of Liberty Safeguards to be brought to future meeting of AC Deborah Wheeler	Delayed by pandemic planning priority. Discussed at September AC. Bring to November AC.

Update on outstanding actions from Audit Committee on 2nd July 2009

Action	Progress / Update
Prioritise areas of concern in H&S dashboard report Philip Ient	Due November AC
Track movement in dashboard indicators over time (e.g. using arrows to show direction of change) Philip Ient	Due November AC

Actions arising from Audit Committee on 7th September 2009

	Decision/Action	Timescale	Lead and support
	Trust Health & Safety systems: benchmarking KPIs (Doc 3)		
1.	Obtain benchmarking data from HSE, LFEPA, CFSMS	March 2010 AC	Philip Ient James Ward
	Recording of training records on OLM system (Doc 4)		
2.	Update progress on OLM including interface with ESR.	November AC	Philip Ient Lisa Smith
	Health and safety dashboard and report (Doc 5)		
3.	Executive summary of report should focus on areas of concern.	November AC	Philip Ient
	CQC core standards Assessment (Doc 7)		
4.	Bring November submission to November AC including proposals for demonstrating active involvement of patients and public	November AC	Deborah Wheeler
	Progress report on the out-patients improvement project (Doc 11)		
5.	Introduce telephone consultations for the follow-up endoscopy patients	Asap	Celia Ingham Clark Jon Green
	Annual Audit Letter (Doc 12)		
6.	Establish robust system for storage of email records associated with HR data for payroll.	Asap	Richard Martin with HR
7.	Submit Annual Audit letter to Trust Board for information	September TB	Susan Sorensen
	Draft Annual Report to Trust Board (Doc 15)		
8.	Insert reference to AC monitoring of infection control performance and submit to Trust Board	September TB	Susan Sorensen

	Decision/Action	Timescale	Lead and support
	Internal Audit progress report (Doc 17)		
9.	Ensure that implementation of outstanding internal audit recommendations can be evidenced.	November AC	Richard Martin to co-ordinate
10.	Parkhill list of outstanding recommendations to go regularly to the Executive Committee	Next EC "Super Tuesday"	Richard Martin
11.	Item 3.2.44 under governance arrangements. NHS Chair and Board performance tool to be completed by NEDs	By 21 st September	Chairman Margaret Boltwood
	Counter Fraud Service progress report (Doc 18)		
12.	Bring the conflict of interest incident re secondary employment to the attention of the Director of HR to ensure controls are in place	Immediate	Susan Sorensen
13.	Counter-fraud specialist to follow-up with HR the issue of legal entitlement to work in the UK	Asap	Nigel Sedgwick Margaret Boltwood
	Consolidation of charitable funds under IAS 27 (Doc 22)		
14.	Ascertain what approach other trusts are taking	Asap	Richard Martin Eleanor Hellier

Susan Sorensen
Corporate Secretary
9th September 2009

	Follow-up on audit recommendations (verbal)		
13.	Progress on action plans relating to four limited assurance reviews in Internal Audit annual report – reference in report to Trust Board. Detailed report to Audit Committee September	July TB September AC	Susan Sorensen Richard Martin
14.	Further discussion with external audit on concerns relating to electronic transmission of HR documentation for payroll September	Asap September AC	Richard Martin Margaret Boltwood