

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 5th November. Actions relating to items on Part 2 of the Trust Board agenda are attached to the Part 2 minutes.

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 Wheeler/Deborah Clatworthy to report back to May AC. On hold because of pressures arising from flu pandemic planning and vaccination programme. Assessor visit due December but DW advised no risk attached to deferral. |

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

| Action | Progress / Update |
|--|--|
| Map BAF risks into Risk Register when Datix database has been implemented Susan Sorensen/Deborah Wheeler | Delay on Datix implementation. BAF discussed at October board seminar and November AC. Complete mapping for January 2010 AC |
| Need to increase coverage of fraud awareness training by early 2010 Nigel Sedgwick | Sessions arranged for Emergency Dept (Nov 09), ward managers (Dec 09) and Medical Committee (March 2010). Need to liaise with Lisa Smith for other staff groups. |

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

| Action | Progress / Update |
|---|---|
| Obtain Health & Safety benchmarking data from HSE, LFEPA, CFSMS Philip lent | Report back to March 2010 Audit Committee |

Actions arising from Audit Committee on 5th November 2009

| Ref*: | Decision/Action | Timescale | Lead and support |
|-------|--|--------------------|---|
| | Update on progress on OLM | | |
| 911.1 | Reports from the system to be brought to the Audit Committee | January H&S and AC | Margaret Boltwood (Philip lent to report) |

| Ref*: | Decision/Action | Timescale | Lead and support |
|---|--|---|--------------------------------------|
| Due Diligence Audit of Compliance - WFL | | | |
| 911.2 | Carry out follow-up audit in 2010 (approx. cost £17k) | tbc | Philip lent |
| Report from the Clinical Governance Committee | | | |
| 911.3 | Amend updated Terms of Reference: <ul style="list-style-type: none"> o R&D Exec Committee now reporting to CGC o Include reference to Clinical Ethics Committee o Replace HCC with CQC | For approval at November TB | Deborah Wheeler |
| 911.4 | Investigate alternative procurement of urgently required equipment and report back to AC | By 13 th November | Philip lent |
| 911.5 | Ensure that major risks are highlighted on AC agenda | January AC | Susan Sorensen |
| 911.6 | Circulate September data on Clinical Documentation incidents to AC | Immediate | Deborah Wheeler |
| CQC – assessment of core standards for 2009-10 | | | |
| 911.7 | Amend draft supporting evidence document: <ul style="list-style-type: none"> o C 8b. Check with MB on whether there are any outstanding staff appraisals to be completed o C17. Expand role of governors, members and friends o C17. Clarify reference to LINK on Trust Board o C20. Add reference to DoLS | Immediate (for submission to November TB) | Deborah Wheeler |
| SUI/SCR update | | | |
| 911.8 | Look at scope for collaboration with other hospitals in the vicinity in dealing with power supply issues | asap | Philip lent |
| Medicines and Healthcare products Regulatory Agency (MHRA) inspection of R&D Nov 2009 | | | |
| 911.9 | Report governance issue to TB | November TB | Anna Merrick Susan Sorensen |
| Risk Register | | | |
| 911.10 | Check increased residual risk rating of food preparation and provision risk (07/27) | Next iteration | Philip lent |
| 911.11 | Consider incorporation of comments from AC members after the meeting | Next iteration | Deborah Clatworthy Susan Sorensen |

| Ref*: | Decision/Action | Timescale | Lead and support |
|--|--|--|---------------------------------|
| Board Assurance Framework: further development | | | |
| 911.12 | Discuss potential improvement to the presentation and proposed summarisation of the BAF outside the meeting | January AC and TB | Robert Aitken Susan Sorensen |
| 911.13 | TB to review the checklist of 69 questions included in Audit Commission Report "Taking it on Trust" | Report requirement to November TB and review January AC/TB | Anna Merrick Susan Sorensen |
| Outstanding internal audit recommendations | | | |
| 911.14 | Check whether implementation is included in directors' objectives and recommend to CEO that interim appraisal at six months is used to establish compliance | Immediate | Anna Merrick Susan Sorensen |
| Internal Audit progress report | | | |
| 911.15 | Discuss with Linda McGurrin whether any lessons to be learned from West Middlesex Hospital about a pro-active approach to overseas visitors' income recovery and raise at EC | Asap | Richard Martin |
| Counter fraud service progress report | | | |
| 911.16 | Decision on circumstances in which fraudulent activity should be reported to the police to be discussed between the finance director and members of the AC outside the meeting | asap | Richard Martin |
| Charitable funds draft annual report and accounts | | | |
| 911.17 | AC members to provide comments on the narrative report to Eleanor Hellier | For approval at January AC/TB | AC members |

Susan Sorensen
Corporate Secretary
9th November 2009