

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 January 2010. **The latest position is shown in red font.**

The minutes of the meeting contain a more comprehensive account of discussion and outcomes.

Update on outstanding action from Audit Committee meetings in 2009

Ref*	Action	Progress/Update
901	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 2009 but DW advised no risk attached to deferral. Still on hold.
905	Map BAF risks into Risk Register when Datix database has been implemented Susan Sorensen/Deborah Clatworthy	Delay on Datix implementation. BAF discussed at October board seminar and November AC. Complete mapping for January 2010 AC. Risk register being updated. Mapping for March 2010 AC.
909	Obtain Health & Safety benchmarking data from HSE, LFEPA, CFSMS Philip Ient	Report back to March 2010 Audit Committee
911.13	Board Assurance: TB to review the checklist of 69 questions included in Audit Commission Report "Taking it on Trust" Anna Merrick/Susan Sorensen	Discussed at January AC. Proposal to go to January Trust Board
911.15	Internal audit of overseas income recovery. Discuss with Linda McGurrian whether any lessons to be learned from West Middlesex Hospital about a pro-active approach OV income recovery Richard Martin	To be followed up

*The unique reference number indicates the year (9) and month (04, 05, 06, 07, 09) for the purpose of future tracking.

Actions arising from Audit Committee on 7th January 2010

Ref*:	Decision/Action	Timescale	Lead and support
Counter-fraud Report: Fraudulent BACs payment			
1001.1	Report to AC on the controls on authority for payroll set-up	March AC	Richard Martin
Mandatory training attendance			
1001.2	Follow-up report from Oracle Learning Module (OLM)	May AC	Margaret Boltwood/Philip Ient
Clinical governance: update on resuscitation action plan			
1001.3	EC to consider how to identify potential clinical risks in advance of an incident and report back to AC or board seminar	tbc	Siobhan Harrington/Celia Ingham Clark
Clinical governance: increase in rate of stillbirths			
1001.4	Identify causes and benchmark against other units. Report back to AC	March AC	Siobhan Harrington
Clinical governance: MHRA action plan			
1001.5	Report on controls in place on clinical research, including personal accountability, to provide assurance on patient safety, confidentiality and reputation.	tbc	Siobhan Harrington with R&D department
Clinical Audit			
1001.6	Check whether rate of clinical audit activity has improved since the receipt of the Clinical Audit Annual Report in July 2009 (if data available)	March AC	Siobhan Harrington
Board Assurance			
1001.7	Submit amended BAF to Trust Board in compliance with requirement for quarterly review	January TB	Susan Sorensen
1001.8	Provide outline proposals for revision of BAF taking account of updated corporate and strategic objectives	March AC	Susan Sorensen
1001.9	Complete Audit Commission Board Assurance checklist	March AC March TB	Susan Sorensen co-ordinating with EC
Charitable Funds			
1001.10	CF Annual Report and Accounts to trust board for adoption and submission to Charity Commission	January TB 31 January 2010	Susan Sorensen Eleanor Hellier

Ref*:	Decision/Action	Timescale	Lead and support
	Internal Audit Plan 2010-11		
1001.11	Check whether validation of service line reporting and CIP are adequately covered in the plan	March AC	Richard Martin
1001.12	Identify best date for Audit Committee to maximise attendance and facilitate attendance of Prof Jane Dacre to advise on clinical governance matters	asap	Susan Sorensen

Susan Sorensen
Corporate Secretary
13th January 2010