

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 14th July 2010.

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

All actions up to March 2010 complete. Update on outstanding action from the Audit Committee meetings May and June 2010.

Ref*	Action	Progress/Update
1005.4	CGC Report: Re medical notes audit – CIC informal audit on bank holiday. Work on encouraging daily consultant ward rounds Monday to Friday to be ramped up Celia Ingham Clark	Improvement in some areas. Also looking at Sat/Sun ward rounds. Report back to November AC on changing work patterns.
1005.7	External Audit progress report: Review Monitor guidance on Quality Governance Susan Sorensen	Circulate to committee members
1005.8	Internal Audit progress report: Computer audit days to be reviewed and computer audit manager to attend future AC. Richard Martin, Damien Bushell	Unable to attend July meeting. To attend September AC.
1005.11	Counter fraud: Write to UKBA to seek clarification of processes in cases of suspected illegality. Richard Martin, Nigel Sedgwick	To be actioned
1005.15	Private meeting of Audit Committee with auditors Susan Sorensen	Postponed from July to September immediately after the Audit Committee

Actions arising from Audit Committee on 14th July 2010

Ref*:	Decision/Action	Timescale	Lead and support
Minutes of the meetings held on 12th May 2010 (Doc 1)			
1007.1	Ref minute 46.1: substitute "unsatisfactory and requiring immediate action" for "disappointing"	End July	Susan Sorensen
Mandatory Training update (Doc 3)			
1007.2	Review the content of the COSSH training to ensure interest	Asap	Philip lent
1007.3	Bring update on mandatory training to November Audit Committee	November AC	Philip lent/ Margaret Boltwood
Health & Safety Dashboard (Doc 4)			
1007.4	Provide more recent data in advance of H&S Committee meeting	Sept AC	Philip lent
1007.5	Provide more detailed analysis of violent incidents	Sept AC	Philip lent
Integrated Governance: SOs, SFIs (Doc 6)			
1007.4	Consider including reference to local sourcing in procurement procedures	asap	Philip lent
1007.5	Ref. 17.6.5. Delete provision for late tenders	For July TB	Susan Sorensen
1007.6	Incorporate drafting comments	For July TB	Susan Sorensen
Risk Register (Doc 7)			
1007.7	Risk 10/168 p.7. Ascertain why nurses were not released for development programme and check on alleged earnings disadvantage for Band 7 nurses	Sept AC	Bronagh Scott
1007.8	Clarify definition and purpose of risk rating columns	asap	Robert Aitken to discuss with Deborah Clatworthy
BAF (Doc 8)			
1007.9	Delete risk 1.3 re pandemic flu	July TB	Susan Sorensen
1007.10	Increase probability of risk 10.1 re medical school to 4 (amber)	July TB	Susan Sorensen
1007.11	Risk 4.2, PFI hard FM service, report back on position	Sept AC	Philip lent
Audit Commission Board Assurance checklist (Doc 9)			
1007.12	Complete checklist and action plan with NED comments for submission to board	July TB	Susan Sorensen

Ref*:	Decision/Action	Timescale	Lead and support
Internal Audit progress report (Doc 13)			
1007.13	Agree computer audit plan as a matter of urgency. Auditor to attend next meeting	September AC	Damien Bushell with Richard Martin
1007.14	Assess scope for benchmarking SLR data	September AC	Damien Bushell
Agency CIP (Doc 15)			
1007.15	Review complaints and identify cases that involved criticism of agency staff	September AC	Celia Ingham Clark
1007.16	Report back to Bronagh Scott on issue of quality of agency nursing staff and seek feedback from permanent staff	Asap	Senga Steel
1007.17	Update on collaborative work on agency usage with RFH	Sept AC	Margaret Boltwood
Tender waiver report (Doc 14)			
1007.18	Check accuracy and/or explain cost of car parking scheme	Sept AC	Philip lent
Private meeting with auditors			
1007.19	Postponed. To be held immediately after September meeting. Andrea White to be informed	Sept AC	Susan Sorensen

*The unique reference number indicates the year (10) and month (01,03,05 07) for the purpose of future tracking.

Susan Sorensen
Corporate Secretary
21st July 2010