

The Whittington Hospital NHS Trust

Audit Commission: Board Assurance Checklist (from “Taking it on Trust”) Action Plan

AC question	Check List ref	Action required	Timescale	Director/Manager responsible	Progress
How well do we understand our governance structures and how do we think current governance arrangements could be improved?	7	The board needs to decide where detailed scrutiny of the financial position should take place most effectively. This has been discussed at the NEDs' breakfast meeting with CEO and needs to be followed up.	Review Sept 2010	Chairman CEO	
How much time do we spend on strategic issues at board meetings? To what extent do we have the right information prepared for board meetings to allow us to monitor this?	11 12	Monitor time spent on different section of the agenda and report back to board. Prepare board programme a year in advance and monitor extent of deviation from plan Ensure consistent high quality of executive summaries to enable strategic issues to be easily identified.	Review November 2010	Secretary Chairman, CEO Secretary	
Are board meetings managed effectively?	14	Further improvement in quality of executive summaries to reduce the time spent introducing papers. Only new information to be given by executive directors	Review November 2010	CEO All directors Chairman to assess	Implemented June 2010
What improvements could be made to ensure that we operate as a team? Do we have trust and respect between executive and non-executive directors?	15 16	Informal monthly meeting NEDs and CEO Facilitated away day	2 nd Nov Review Nov 2010	Chairman CEO	Commenced June

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What skills do we need as a board?	17	Complete skills self-assessment process for 2009-10. Review its efficacy.	Aug 2010 Review Sept 2010	Chairman	
Have we devolved risk management sufficiently and how can we be sure that it is embedded within operational processes and that there is ownership of risk?	31	Review coverage and effectiveness of risk management training. Training programme for incident reporting on Datix. Audit Committee to monitor	August 2010 Review Sept 2010	Director of Nursing and Clinical Development Director of HR Chair AC	
Do we need to establish or increase investment in a separate compliance function to ensure operations comply with laws, rules, regulatory requirements and our policies?	39	Review capacity in the context of organisational development or structural change in the local health economy.	Review Sept 2010	Chairman CEO	
Is the quantity and timeliness of information we receive for board meetings adequate?	67	Definitions and targets for the Dashboard Report need to be regularly reviewed and updated, to take account of changing strategies and priorities. Check that Board programme is consistent with external reporting requirements	Review Sept 2010	Chairman CEO Corporate Secretary	

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21st July 2010