

## 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 2<sup>nd</sup> September 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 to July 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 <b>Celia Ingham Clark</b>	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 <b>Susan Sorensen</b>	Circulate to committee members
1007.3	Bring update on mandatory training to November Audit Committee <b>Philip lent/ Margaret Boltwood</b>	November AC
1007.4	Provide more recent data in advance of H&S Committee meeting <b>Philip lent</b>	November AC
1007.5	Provide more detailed analysis of violent incidents <b>Philip lent</b>	November AC
1007.10	Clarify definition and purpose of risk rating columns <b>Bronagh Scott</b>	To be discussed at EC end September. BS to report back to RA
1007.17	Review complaints and identify cases that involved criticism of agency staff <b>Celia Ingham Clark</b>	Work in progress. Defer to November AC
1007.19	Update on collaborative work on agency usage with RFH <b>Margaret Boltwood</b>	November AC

## Actions arising from Audit Committee on 2<sup>nd</sup> September 2010

Ref*:	Decision/Action	Timescale	Lead and support
<b>Minutes of the meetings held on 12<sup>th</sup> May 2010 (Doc 1)</b>			
1009.1	In 72.3 include a referenc to the committee's view that mandatory training was crucially important irrespective of the requirements of the NHS LA assessor	asap	Susan Sorensen
<b>Action notes</b>			
1009.2	Re recent publicity about violence on staff, ensure positive message is communicated to staff	asap	Philip lent
1009.3	Inform RA of outcome of EC discussion (end September) on risk register and risk ratings	Beg October	Bronagh Scott
<b>Clinical Governance Committee (Doc 3)</b>			
1009.4	Cervical screening results reporting: find out the profile of delays for the 20% of results that are not reported within 6 weeks	November AC	Bronagh Scott
1009.5	Take up with NHS London the amber rating on the contract with Middlesex University for student nurse training	For November AC	Bronagh Scott
<b>Audit Committe Annual Report (Doc 4)</b>			
1009.6	Make amendments as discussed for submission to Trust Board	September TB	Susan Sorensen
<b>Audit Committee Terms of Reference (Doc 5)</b>			
1009.7	Amend 3.2.1 to extend to all risks. Refer to role of AC in appointing internal auditors. To Trust Board for approval	September TB	Susan Sorensen
<b>External Audit: Annual Audit Letter (Doc 6)</b>			
1009.8	To Trust Board for information	September TB	Susan Sorensen
<b>Internal Audit progress report (Doc 9)</b>			
1009.9	Report on issues to be addressed in the integration of information systems under and ICO model of provision	November AC	Glenn Winteringham
1009.9	Under IA follow-up, section 6.7 on complaints, target of 1 <sup>st</sup> November 2010 agreed for new structure in place. Parkhill to monitor	November AC	Bronagh Scott
<b>Tender waivers (Doc 12)</b>			
1009.10	Check on reasons for waivers on standard computer accessories	November AC	Richard Martin

<b>Ref*:</b>	<b>Decision/Action</b>	<b>Timescale</b>	<b>Lead and support</b>
<b>AOB: press coverage of “dust clouds” in ED</b>			
1009.11	Provide formal feedback on successful real evacuation	asap	Philip lent with press office
1009.12	Consider whether false report in press of cleaning cycle should be challenged	asap	Philip lent with press office
<b>AOB: financial and governance risks in period of organisational change</b>			
1009.13	New BAF to be used as tool for analysing risks arising from organisational changes	October TB and November AC	Susan Sorensen AC
1009.14	AC to identify emerging risks on the basis of AC discussion	From November AC	AC
1009.15	RM to alert AC to risks arising from organisational developments	From November AC	RM
<b>AOB: arising from AC private meeting with auditors</b>			
1009.16	AC to request confirmation from the board that contingency planning on the outcome of the ICO due diligence exercise will be included in the Whittington's programme planning.	September TB	AM
1009.17	AC to ask the board to consider audit involvement in the review of the ICO programme	September TB	AM

Susan Sorensen  
Corporate Secretary  
15<sup>th</sup> September 2010