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 10th November 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 September 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. CIC unable to attend. A written update to be requested.
1007.17	CGC Report: Review complaints and identify cases that involved criticism of agency staff **Celia Ingham Clark**	Work in progress. Defer to November AC. As 1005.4 above
1009.4	CGC report: Cervical screening results reporting: find out the profile of delays for the 20% of results that are not reported within 6 weeks **Bronagh Scott**	November AC Unable to attend. A written response to be requested
1009.5	CGC report: Take up with NHS London the amber rating on the contract with Middlesex University for student nurse training **Bronagh Scott**	November AC As for 1009.4 above

Actions arising from Audit Committee on 10th November 2010

Ref*:	Decision/Action	Timescale	Lead and support
	Health and Safety Dashboard and report (Doc 3)		
1011.1	Re Incident report p.5: above average monthly incidents of violence from June 2010 – October to November to be checked for potential step change	January 2011 AC	Philip Ient

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Ref*:	Decision/Action	Timescale	Lead and support
1011.2	Check whether any benchmarking data on violence is available.	January 2011 AC	Philip Ient
	Mandatory Training update (Doc 4)		
1011.3	Further analysis of non-clinical mandatory training performance to explain why target not yet achieved if bank staff are not allowed to work until they have received the training.	January 2011 AC	Margaret Boltwood
	Clinical Governance Committee Report (Doc 6)		
1011.4	Re: Patient Experience section p5: o CGC to agree timescales for o Inclusion of relevant Mid-Staffs recommendations o Identify top 5 areas for improvement o Develop patient experience dashboard	Report from CGC to AC January 2011	Bronagh Scott
1011.5	Clarify information from NSPA National Reporting and Learning System feedback and report on the trust's relative position	January 2011 AC	Bronagh Scott
1011.6	Q1 Patient Feedback Report (p6). Report concerns to TB about continuation of complaints about attitude, clinical care and communication as top three reasons	TB November	Susan Sorensen
	Risk Register review (Doc 7)		
1011.7	Include action dates as well as review dates.	Next review by AC	Bronagh Scott
	Update on collaborative work on agency usage with RFH (verbal)		
1011.8	Update on use agency usage including LLP framework	January AC	Margaret Boltwood
	Integration of information systems under an ICO model of provision		
1011.9	Incorporate reference to delivery of education services, including managing the impact of the Whittington firewall	tba	Glenn Winteringham in consultation with Jane Dacre
	Risk management Strategy (Doc 9)		
1011.10	Review section on reputational risk for next iteration	tba	Marisha Ray to discuss with Fiona Smith
	Draft Board Assurance Framework 2010-11 (Doc 10)		
1011.11	Report progress to Trust Board and recommend approval of new version subject to incorporation of AC comments	November TB	Susan Sorensen

Ref*:	Decision/Action	Timescale	Lead and support
1011.12	Start work on BAF incorporating potential ICO as soon as decision made	January AC	Fiona Smith
	Tender waivers (Doc 16)		
1011.13	Check reasons for waivers on last two items (2 suppliers)	January AC	Richard Martin

Susan Sorensen
Corporate Secretary
15th November 2010