

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 12th January 2011.

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 November 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 for March AC
1007.17	CGC Report: Review complaints and identify cases that involved criticism of agency staff Celia Ingham Clark	CIC has investigated. Previously records of complaints did not identify agency v directly-employed staff. The system has been changed to allow separate analysis.
1009.5	CGC report: Take up with NHS London the amber rating on the contract with Middlesex University for student nurse training Bronagh Scott	January AC – reported that the matter has been dealt with at NHS London. There will be a follow-up and BS will report back if necessary.
1011.9	Amend paper on the integration of information systems under the ICO model to incorporate reference to delivery of education services. In particular, consideration should be given to the impact of the Whittington firewall. Glenn Winteringham	Glenn Winteringham to contact Jane Dacre as matter of urgency.
1011.10	Risk Management Strategy: review the section on reputational risk for next iteration. Fiona Smith	Fiona Smith to discuss with Marisha Ray.

Actions arising from Audit Committee on 10th November 2010

Ref*:	Decision/Action	Timescale	Lead and support
Report on increase in violence (Doc3)			
1101.2	Further monitoring and analysis including relationship with information from staff survey, complaints, and uptake of conflict resolution training	March 2011 AC	Margaret Boltwood Philip Ient Bronagh Scott
Mandatory training update			
1101.3	Written report on uptake to next Audit Committee	March 2011 AC	Margaret Boltwood
1101.4	Explore means of enabling non-execs to access e-learning facility	asap	Margaret Boltwood
1101.5	Ensure Executive Committee is aware of Audit Committee's concerns	EC by end of January	Margaret Boltwood
Bank and agency update			
1101.5	Update to next Audit Committee on LPP contract and agreements with RFH/UCLH on zero agency usage for particular staff	March 2011 AC	Margaret Boltwood
Report from the Clinical Governance Committee (Doc 4)			
1101.6	Seek advice from Dr Anna Kurowska on the potential impact of the Medical and Dental education commissioning contract being awarded to UCLP.	asap	Bronagh Scott
1101.7	Re: December 2010 report. Patient safety update needs to include reason for relatively low rate of reporting clinical incidents within target timescales and to break down the "other category"	Next patient safety update	Bronagh Scott
1101.8	Consider providing the full minutes of the CGC meetings, with the executive summary highlighting key issues and actions.	Report back to March AC	Bronagh Scott
Patient Feedback Report July to September 2010 (Doc 5)			
1101.9	Look at key problem areas and cross-reference to complaints and litigation	Future report to AC	Bronagh Scott
Clinical Governance Committee: change of name (to Clinical Quality Assurance Board) and terms of reference (Doc 6)			
1101.10	Incorporate a reference to clinical governance in the Terms of Reference	Report back to March AC	Bronagh Scott
Cervical Screening progress report (Doc 7)			

Ref*:	Decision/Action	Timescale	Lead and support
1101.11	Check whether the use of the NMH laboratory by Haringey for cervical screening carries any reputational risk for the Whittington ICO.	Report back to next AC	Bronagh Scott
Internal Audit progress report (Doc 10)			
1101.12	Advise IM&T that AC concerned about delays in responding to draft report on Disaster Recovery Arrangements and approval to proceed on the IG governance toolkit audit	Report back to next AC	Richard Martin
Parkhill Audit Agency request for additional finance			
1101.13	Continue to seek to negotiate an agreement with Parkhill within a legal transaction	Report back to next AC	Richard Martin
Tender waiver report (Doc 13)			
1101.14	Ensure reasons for waiver indicate number of suppliers	Next AC	Richard Martin

Susan Sorensen
Corporate Secretary
19th January 2011