

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 9th March 2011.

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

All actions up to September 2010 complete. Update on outstanding actions from the Audit Committee meetings November 2010 to January 2011

Ref*	Action	Progress/Update
1011.10	Risk Management Strategy: review the section on reputational risk for next iteration. Fiona Smith	Fiona Smith to discuss with Marisha Ray.
1101.4	Mandatory training: Explore means of enabling non-execs to access e-learning facility Margaret Boltwood asap	JD still unable to access. Need to check whether and where password has been sent
1101.5	Update on LLP contract and agreements with UCLH/RFH on agency usage. Margaret Boltwood	Now one of UCLP back office projects. Looking at best practice and SLAs on agency usage. Project led by UCLH but with two representatives from the Whittington.
1101.6	Clinical Governance: Seek advice from Dr Anna Kurowska on the potential impact of the Medical and Dental education commissioning contract being awarded to UCLP. Celia Ingham Clark	UCLP contract probably OK. More risk around proposal to abolish deaneries – replacing them with stakeholder networks covering all health professionals. Agreed that MB would coordinate WH response and CIC would contribute to regional response.
1101.7	Clinical Governance: 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” Richard Jennings	To be included in next patient safety update
1101.9	Patient feedback: Look at key problem areas and cross-reference to complaints and litigation Bronagh Scott	Work-in-progress. Report to May AC

1101.11	Cervical Screening: Check whether the use of the NMH laboratory by Haringey for cervical screening carries any reputational risk for the Whittington ICO. Matthew Boazman	Report back to May meeting of AC
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 AC Richard Martin	DRA audit given limited assurance. Action Plan to be monitored by EC. Date for IG Governance Toolkit audit still not agreed. AC to pass on concerns to TB.
1101.13	Parkhill Audit Agency request for additional finance: Continue to seek to negotiate an agreement with Parkhill within a legal transaction And report back to AC Richard Martin	Information has been provided to external auditor for opinion, who have requested additional information from lawyers. Further report to next AC.

Actions arising from Audit Committee on 9th March 2010

Ref*:	Decision/Action	Timescale	Lead and support
Integration of information and IT systems in the ICO – minute 3.3			
1103.1	Implementation of plan and to be monitored by the FT Programme Board rather than AC, via the PB issues log	Ongoing	RA
Internal Audit Progress Report (Doc 4)			
1103.2	Audit of Disaster Recovery Arrangements to be taken to EC for discussion and report to TB via the EC report	Report to April Trust Board	FS/GW
1103.3	Ensure action plan for Service Line Reporting is included in ICO project plan	May AC and TB	RM
1103.4	Check reported overall loss of £8.5m on p8 of audit report	asap	RM with SA
Draft Internal Audit Plan (Doc 5)			
1103.5	Discuss proposed distribution of audit days at EC, with particular reference to allocation for integration of provider services	Report back to May AC	RM
Counter Fraud Service Progress Report			

Ref*:	Decision/Action	Timescale	Lead and support
1103.6	Reference to Audit Commission alert on increased risk of fraud. (p11 of external audit progress report) Counter fraud to liaise with Director of HR – consider LINK article	asap	NS with MB
Recommended bad debt write off (Doc 7)			
1103.7	Establish how many bad debts are recovered	For May AC	RM
Health and Safety Dashboard Report (Doc 9)			
1103.8	Check on timing of roll-out of on-line training	asap	MB

Susan Sorensen
Corporate Secretary
11th March 2011