

**Whittington Health
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 last meeting 2nd December 2011

All actions up to July 2011 complete. Update on outstanding actions from the Audit Committee meetings September 2011 to January 2012

Ref*	Action	Progress/Update September 2011	Completed Y/N	In Progress Y/N
1107.5	Design template for Executive Summary of Board and committee papers so as to prompt the author to consider Monitor compliance David Williams	DW Stated more work would take place on the draft and then would be circulated for comments. To return to January Audit Committee.	Draft Developed needs submission to Board. January Board as December full.	Y
Ref*	Action	Progress/Update July 2011		
1107.6	Construct spreadsheet identifying Monitor requirements and sources of self-certification David Williams	– <i>(Work has already commenced for mapping for this purpose to be completed Mid-January). ID to liaise with DW</i>	Monitor requirements and DH Statutory Returns under development deadline week Friday.	Y
1107.8	Review arrangements and committee modus operandi to check they meet Monitor requirements	Bronagh Scott, Richard Martin, Peter Freedman & Sue Rubenstein to review for December Audit Committee	Y	
1107.19	Clinical Assurance and Governance Board (CAGB): NEDs to be briefed on how key clinical quality metrics are calculated, e.g. Standardised Hospital Mortality Rates Fiona Smith	<i>(FS to update by the end of Jan 2012) A data dictionary is in development for all KPIs measured in trust dashboards. This will be presented to the NEDs in paper format at the beginning of Jan and a Q&A session will be held at the January Board seminar. This session will form one of the FT briefing sessions so that NEDs have the opportunity to understand the detail of how KPIs are determined, measured, monitored and reported.</i>		Y

Actions arising from Audit Committee on 15th September 2011

Ref*:	Decision/Action	Timescale	Lead and support	Completed Y/N	In Progress Y/N
	External Audit Progress Report (Doc 3)				
1109.01	External Audit to provide date for the guide for CIP to be published.	Asap	Andrea White The work is being undertaken jointly by the Audit Commission and Monitor. However, there is no fixed date for publication yet. AW has been informed that the possible publication dates being considered are 15 December 2011 or early January 2012.	Y	
	External Audit Annual Audit Letter (Doc 4)				
1109.02	RM to obtain in writing the unqualified report for the Community Services and/or any issues to be aware of as in the Annual Governance Report	December 2011	Richard Martin	Y	

Actions arising from Audit Committee on 2nd December 2011

Ref*:	Decision/Action	Timescale	Lead and support	Completed Y/N	In Progress Y/N
Proposed reviews on CIP/QIPP (Doc 5)					
1112.01	Final report to include examples of 5 other organisations & JG to produce templates & notes for service managers on how to complete.	January 2012	John Griffiths		Y
1112.02	Risk of providing Community data be added to the BAF	January 2012	Fiona Smith	Y	Y
1112.03	Under "Developing a way forward" add objectives, benefits and the key components of a transformation and include Communications.	January 2012	John Griffiths		Y
H&S Dashboard & Report (Doc 9)					
1112.06	Red items timetable to be sent to staff & Mandatory Training report to be updated.	Asap	Phil Ient	Y	

Actions arising from Audit Committee on 11th January 2012

Ref*:	Decision/Action	Timescale	Lead and support	Completed Y/N	In Progress Y/N
External Audit Progress Report (Doc 3)					
1201.01	Fraud Training not on E-learning	Asap	Margaret Boltwood		Y
Internal Audit Progress Report (Doc 5)					
1201.02	Audit Plan Draft proposal to be emailed to all Committee Members	Mid February	Max Lai		Y
1201.03	Further Comments on CIP report to PF				Y

Ref*:	Decision/Action	Timescale	Lead and support	Completed Y/N	In Progress Y/N
1201.04	ID to attend Trust Board & give Assurance of the Board Structures	March Audit Committee	Ivan Doncaster		Y
Recommended Bad Debt Report (Doc 8)					
1201.05	Follow up on Harmoni Bills	Asap	Richard Martin	Y	
Tender Waiver Report					
1201.06	Procurement staff member to attend next Audit Committee to explain Waiver Process	March 7 th	Richard Martin <i>Alan Farnsworth to attend</i>	Y	
Terms of Reference (Doc 10)					
1201.07	5.3 Membership & 4.2 Meeting be amended	Asap	David Williams	Y	
Updated Board Assurance Framework (Doc 11)					
1201.08	Comments on risks and link to strategic objectives and proposals for deep dive. (Comments on FP2.3 to David Seabrooke)	Before March 7 th Meeting	Bronagh Scott		Y
Mandatory Training (Doc 12)					
1201.09	Producing weekly or fortnightly reports to be raised with Information Governance	ASAP	Margaret Boltwood	Y	
Corporate Risk Register (Doc 13)					
1201.10	Comments to David Williams	ASAP	Bronagh Scott		Y

*The unique reference number indicates the year and then the month of the action being raised followed by a sequential number relating to that month.