

**UNRATIFIED MINUTES OF THE AUDIT
COMMITTEE HELD ON THURSDAY 2 JUNE
2011 AT 2:00PM IN THE BOARDROOM,
CUMBERLAND INFIRMARY, CARLISLE**

Present: Mr M Evens, Non Executive Director (Chair)
Mr M Bonner, Non Executive Director
Ms J Cooke, Non Executive Director
Mr P Day, Non Executive Director

In Attendance: Mr M Little, Trust Chairman
Mr A Mulvey, Director of Finance
Mrs R Duguid, Company Secretary
Mr E Gardiner, Associate Director of Finance
Ms J Bellard, Audit Commission
Ms G Martlew, Audit Commission
Mr J Cangle, Audit Commission
Mr J Leiper, Technical Accountant

Mrs K Crook, Management PA (minute taker)

AC26/11 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs C McAdams.

Mr Evens asked that it be noted that the committee may not do all the approvals needed and if this is the case the committee will adjourn and reconvene on Tuesday 7 June.

AC27/11 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10 May were agreed to be a correct record. Mr Evens expressed his sincere thanks to Mrs J Lynch for producing the minutes in such a timely manner before going on annual leave.

The action notes from the pre-meeting held on 10 May were agreed to be a correct record.

AC28/11 MATTERS ARISING AND ACTION PLAN

1. **Action Plan:**

All amended actions will be found on the separate action plan.

2. **Matters Arising:**

There were no matters arising

AC29/11 INTERNAL AUDIT

Internal Audit Annual Report 2009/10 Head of Internal Audit Opinion

Mr Evens referred to a briefing paper from Mrs McAdams. Mr Evens commented that many of those present would be reading the briefing for the first time and apologised for this.

Mr Evens asked members for any comments on the briefing paper.

Committee members discussed the report in detail and the following points were made:

- Ms Bellard stated she was uncomfortable with the report which had a lack of updates in relation to medical staff and medicines management training and only reviewed a small part of overall Medicine Management. Mr Evens agreed more context was needed regarding Medicine Management.
- It was difficult discussing the report in the absence of Mrs McAdams as clarity was needed from her on a number of issues to ensure the Board are happy with assurances given.
- Areas which receive limited assurance reports should attend the Audit Committee for actions to be agreed then return 3 months later to ensure they have been implemented.
- Assurance has been given previously that managers understand their responsibilities in relation to their individual audits. Committee members are unconvinced that in terms of the audits managers' responsibilities have not changed.
- Managers need to take responsibility for actions agreed in their departments and be held to account for non achievement by overall Trust Management

After discussion it was agreed that this report be carried over to the meeting on Tuesday 7 June and that Mrs McAdams be asked to attend to discuss her report in detail.

Action: Internal Audit Annual Report

1. Mrs C McAdams to attend the extra meeting of the Audit Committee on Tuesday 7 June.

AC30/11 **ANNUAL ACCOUNTS**

a. **Issues Against Accounts**

Mr Gardiner presented a paper which listed outstanding issues, the first issue being Life Cycle Costs of the PFI.

Members discussed the accounting treatment of the Life Cycle Costs of the PFI. The following key points were noted:

- Life cycle costs change yearly in order to keep buildings updated. The contractor will manage the timing of when replacements and upgrades to the buildings are required. The overall cost to the Trust does not change with a fixed payment of circa £20m per annum, which includes life cycle costs.
- Ms Bellard expressed concern that there is no evidence to show how the life cycle costs had been spent in year. Mr Mulvey advised he discussing this with the PFI Director of Finance.
- When the PFI contract was agreed in 2000 the Trust did not question how much the provider spent on life cycle costs or how they spent it. Mr Mulvey stated that knowing where and how the money is spent is only part of the bigger picture.
- Mr Evens was pleased that Mr Mulvey is seeking information from the provider and was keen to look at a way forward.
- Mr Evens asked if there is any guidance on this in terms of precedence. Mr Mulvey advised he will get as much information as he can to work through this and reach a conclusion.

Action: Annual Accounts – Issues Against Accounts Mr Mulvey to request the details of the life cycle costs from the PFI Director of Finance.

b. **Final Audit Governance Report**

Ms Bellard presented the draft Annual Governance Report, which sets out the results of audit work for 2010/11. Ms Bellard advised that neither Mr Mulvey nor Mr Gardiner had seen the report until now and suggested they look at it and feedback any comments to her. Mr Evens asked Ms Bellard to talk through the main points.

Ms Bellard advised the issue at the moment is the emphasis on statutory financial duties. Ms Bellard stated that this may result in a delay on giving an opinion in relation to do the accounts present a true and fair view.

Mrs Martlew highlighted issues in the report and referred to point 23 on page 10 regarding audit actions needing to be addressed promptly. Mrs Duguid stated that the Statement of Internal Control reflects there have been many improvements this financial year.

Mrs Martlew referred to point 24 on page 10 regarding a mechanism for recovering back to back provision payments from the PCT. Mr Gardiner thought this had now been done but will look into it and resolve.

Mrs Martlew referred to Table 4 on page 11 regarding Accounting Policies. Ms Bellard stated the Trust were not able to comply with its own accounting policies in relation to the PFI life cycle costs. Mr Day commented that there had been an issue with this last year. Mr Day asked if within Audit Committee we should be checking what is reported. Mr Evens stated the Audit Committee relies on assurance from Finance. Mr Mulvey advised the impact of IFRS has brought big changes with less guidance.

Mr Evens asked that the committee look at the report and discuss again when they meet on Tuesday 7 June. Mr Mulvey informed members he would add his comments to the report and forward to them the next day.

Action: Annual Accounts – Final Audit Governance Report

1. Members to read the report and discuss again when they meet on 7 June 2011.
2. Mr Gardiner to check that a mechanism is in place to recover back to back provision payments from the PCT.
3. Mr Mulvey to add his comments to the report and forward to members before the meeting on 7 June 2011.

c. **Accounts 10/11**

Mr Evens asked for a briefing on the overall accounts before going through them in detail. Mr Gardiner informed committee members that the accounts were nearly concluded, albeit with some minor changes and the PFI life cycle costs issue still to be resolved.

Mr Evens went through the document in detail and the following points were noted:

- There is a broad definition of the word partner; a different word to this would be better used throughout the document.
- Remove substantive text from the second paragraph on page 13 regarding the PFI Asset as this is reflected in note 32.
- Page 21 note 5, £24m from indirect route. Not a true and fair view of the situation. Full financial disclosure is needed.
- The Annual report will go to Trust Board on 7 June in draft form.

Following discussion and highlighting amendments which need to be made, Mr Mulvey agreed to reflect the changes to the document for the meeting on Tuesday 7 June.

Action: Annual Accounts – Accounts 10/11

Mr Mulvey to make the agreed amendments to the report highlighting the changes in time for the meeting on 7 June 2011.

d. **Statement of Internal Control**

Mrs Duguid presented an amended Statement of Internal Control to Audit Committee Members. Mrs Duguid thanked Mrs Martlew for the helpful comments she had received from her. Mrs Duguid stated she had discussed the report in detail with Mr Mulvey and the report will go to Trust Board on 7 June.

Mrs Duguid went through the document and the key points were noted:

- Mr Mulvey asked that on page 8 where it reads “the Audit Committee have a robust system for monitoring the implementation of recommendations resulting from internal audits” an additional sentence be added to the report before going to Trust Board stating there is still a lot of work to do.
- Mr Evens questioned who signs off the Statement of Internal Control. Mrs Duguid reported it has been fully reviewed and developed with the accountable officer which does not change until 6 June 2011.

Action: Annual Accounts – Statement of Internal Control Mrs Duguid to make the agreed changes to the report before presenting to the Trust Board.
--

AC31/11 **DATE, TIME AND PLACE OF NEXT MEETING**

The meeting was adjourned to be resumed at WCH on 7th June at 9.00 am
Monday 18 July 2011 at 9am at the Cumberland Infirmary Carlisle.

**UNRATIFIED MINUTES OF THE AUDIT
COMMITTEE HELD ON TUESDAY 7 JUNE 2011
AT 9:00AM IN THE BOARDROOM, WEST
CUMBERLAND HOSPITAL, WHITEHAVEN**

Present: Mr M Evens, Non Executive Director (Chair)
Ms J Cooke, Non Executive Director
Mr P Day, Non Executive Director

In Attendance: Mr A Mulvey, Director of Finance
Mrs R Duguid, Company Secretary
Mr E Gardiner, Associate Director of Finance
Mrs C McAdams, Head of Internal Audit
Ms H Green, Audit Commission
Ms G Martlew, Audit Commission
Mr J Leiper, Technical Accountant

Mrs J Lynch, Office Manager (minute taker)

AC32/11 WELCOME AND APOLOGIES FOR ABSENCE

Apologies for absence were received from Mr M Bonner, Non Executive Director and Mr J Cangley, Audit Commission representative.

Mr Evens informed members that this meeting was a resumption of the Audit Committee meeting on 2 June. Members were asked to avoid re-discussing items unless it was to inform members who were not present at that meeting, of relevant information.

AC33/11 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held 2 June were not ratified at this meeting and would be ratified, along with the minutes of this meeting at the Audit Committee meeting in July

AC34/11 MATTERS ARISING AND ACTION PLAN

1. **Action Plan:**

The action Plan was not discussed at this meeting and would be discussed at the Audit Committee meeting in July.

2. **Matters Arising:**

There were no matters arising

AC35/11 STATEMENT OF INTERNAL CONTROL

Mrs Duguid updated members following the Audit Committee meeting on 2 June:

1. Delivery of CIP: Significant control issue; Mrs Duguid had received feedback from the external auditors and she had liaised with the Director of Finance. A specific comment had been added on page 13 of the document which mentions the work that had been undertaken and the support from the Strategic Health Authority.
2. Breast Screening Incident: this incident had led to a review of clinical governance and following discussion it was felt pertinent to add this information into the Statement of Internal Control. The overall governance review would also include mandatory training and ensure that the systems and processes were fit for purpose.

Ms Bellard informed members that she was happy with the disclosure and this would be discussed as part of the overall Governance Report, but she still had concerns relating to Medicines Management and Mandatory Training.

Mrs Cooke informed members that the Governance Committee had seen a big improvement in relation to the information being reported on Mandatory training. She was further aware that the Trust still had work to do in relation to the whole aspect of Mandatory training/Clinical Governance/Medicines Management but Governance Committee members felt more assured through the work that was being reported from the Divisions. The Governance Committee felt that the Trust had a better reporting system now which was established. Mrs Cooke informed members that as the Chair of the Governance Committee she would be willing to report this formally via another source or through the minutes of the Audit Committee capturing the information she had given. Mr Mulvey, as a member of the Governance Committee concurred with the statements made by Mrs Cooke.

Mrs Cooke further reported that in relation to Medicines Management it had been noted at the Governance Committee that through the work the Divisions had been doing, controls were improving.

Ms Bellard noted the comments made but reported that the reports were relevant to 2010/11 year and the work was being done in 2011/12. Mrs Duguid informed members of the Trust Board development sessions that were held in 2010/11 and the details of the meetings whereby the Trust Board had signed off a governance structure and framework, and how this had been followed with work starting in quarter 2 of the financial year 2010/11. Ms Bellard requested evidence of mandatory training taking place to which Mrs Duguid responded stating that she could confirm mandatory training did take place and that the information would be held at ward/department level, but the Trust did not an overall database where this information was held and that was an area of work that would have to be addressed..

Mrs McAdams informed members that the Head of Internal Audit Opinion did not state mandatory training was not taking place, but that the reporting of said training was an issue.

Ms Bellard expressed her concern in relation to medicines management relating to the lack of training to medical staff. Mrs Duguid reported that the Trust now had an improved system, with the development of the Trust E-learning system and gaps were being picked up and addressed.

Mrs McAdams re-iterated that the reporting of mandatory training was the issue as Internal Audit members had not been able to procure evidence, and also in relation to Medicines Management, the action plan of said report had not been passed onto the new Clinical Director and therefore had not been addressed.

Ms Bellard requested that the Statement of Internal Control be amended to reflect the discussion held at this meeting and to acknowledge that the systems needed improving.

Mrs Duguid acknowledged that the Trust still had a lot of work to be done in the area of mandatory training, but informed members that a lot of work had already been done, and work was continuing in this area to ensure that the Trust has better control for the future.

Mr Evens thanked everyone for their input and questioned whether the external Auditors had received sufficient information to enable them to approve the Statement of Internal Control document.

Following further discussion it was agreed that the Statement of Internal Control would be amended to reflect the discussion held and would also include the eight Clinical Governance objectives.

Mrs Cooke requested that the Clinical Governance Report which was due to go to the Trust Board meeting in July, be shown to herself and Mr Bonner before that meeting.

Committee members discussed the legalities of the signing of the document and it was agreed that it required the signature of the Interim Chief Executive Officer.

The Statement of Internal Control was **APPROVED**, subject to the agreed changes being made to the document.

Action: Statement of Internal Control:

1. Statement of Internal Control document to be amended to reflect the discussion held in the Audit Committee meeting 7 June and to include the eight Clinical Governance objectives.
2. The Clinical Governance report to be shown to Mrs Judith Cooke and Mr Michael Bonner before it goes to the July Trust Board meeting.

Mr Day entered the meeting and Mr Evens updated him of the details above.

AC36/11 HEAD OF INTERNAL AUDIT OPINION

Mr Evens informed members that following discussion at the Audit Committee meeting on 2 June 2011 it was agreed to bring this item back for conclusion due to Mrs McAdams not being present at the 2 June meeting.

Mrs McAdams reminded committee members of the background to her giving the opinion, and how she had discussed this report with Mrs Duguid and Mr Mulvey and was assured that the Trust was addressing the areas of concern

Ms Bellard informed members that following the discussion held at this meeting her issue with the Head of Internal Audit Opinion report had now been addressed. Ms Bellard further stated that she would address this in her Governance Report so that the information was correct.

Mrs Cooke requested that the Audit Committee minutes reflected that the Audit Committee wished the Governance Committee to address the issues stated in the Head of Internal Audit Opinion, and that the minutes should be copied to both the Acting Director of Nursing, Mrs Chris Platton and the Head of Governance, Mrs Helen Kelly.

The Head of Internal Audit Opinion report was **APPROVED**.

Action: HOIAO

The Audit Committee minutes to be copied to the Acting Director of Nursing and the Head of Governance so that the issues within the report could be looked into and addressed via the Governance Committee

AC37/11 ANNUAL ACCOUNTS

Mr Evens informed members that the information within this report should be taken as 'read' and that he had checked all the previous points with the Finance team members.

Mrs Cooke asked that the minutes reflected that she was happy with this request.

Mr Gardiner updated members on the changes that had been made to the Accounts since the meeting in May; this reflected the agreed accounting treatment PFI life cycle costs and that they would remain within capital expenditure this year and would remain within PFI Capital Additions in the cash flow, thus not affecting the EFL. The Trust had had discussions both with the Strategic Health Authority and the Department of Health regarding changing the EFL, however it was agreed that it should remain as it was.

Committee members discussed the PFI element of the accounts and Mr Evens requested that in future the PFI accounting was undertaken well

before year end so that the issues were dealt with appropriately; Mr Mulvey informed members that the discussions had taken place in a timely fashion this year but that an unexpected element had to be addressed. Ms Bellard reported that there had been a lot of discussions and had been agreement reached.

Mr Mulvey suggested that the Audit Committee meeting in September should look at in detail what needed to be done to achieve clarity over the PFI accounting and Committee members agreed with this.

Committee members discussed the various issues that needed to be finalised to ensure that the changes had been made to the Accounts and it was noted that the amendments had been done. Mr Mulvey requested an additional change in relation to the Going Concern note and that if members were happy with the wording it would be included as part of note 38.1.

The Audit Committee members **APPROVED** the Annual Accounts and recommended they be presented to the Trust Board on 7 June 2011 for final **APPROVAL**.

Action: Annual Accounts

The Audit Committee to look at the PFI accounting issues in the September meeting and work out an action plan to ensure all elements were covered in a timely fashion

AC38/11 AUDIT GOVERNANCE REPORT

Ms Bellard informed members that she would not discuss the report in detail, following the previous discussions held. She drew members attention to page 18 of the report and asked members to note the section 'Emphasis of matter'. Ms Bellard explained that she was still in process of agreement with their technical advisor on this.

Ms Bellard further discussed the following areas:

'Matters on which I report by exception'
'Adverse Conclusion'

Mr Evens requested that the wording be amended on p31 of the report in relation to 'unadjusted misstatements in the financial statements' as it was considered very harsh. Mr Evens suggested the wording to read 'that the Audit Committee and Management agreed that the adjustments were desirable but not material'. Ms Bellard agreed to this request

Mrs Cooke requested that the report by exception be amended with a change of wording and Ms Bellard agreed to change the wording.

Mr Evens questioned the O&FR aspect and how this fitted in with the Accounts approval. Mr Mulvey reported that the O&FR did not need approval by the Audit Committee. Ms Bellard asked that the O&FR be amended to which Mr Gardiner responded that it would be updated. Ms

Bellard then requested that it not be amended after Thursday 9 June 2011.

The Audit Governance Report was **NOTED**.

Action: Audit Governance Report

Ms Bellard to amend the Audit Governance report to reflect the requests made by Audit Committee members

AC39/11 LETTER OF REPRESENTATION 2010/11 AUDIT OF THE ANNUAL ACCOUNTS

Mr Gardiner reported to members that the letter of representation would be amended in relation to the Equal Value Claims aspect, following discussion with Ms Martlew. Mr Gardiner would be meeting with Mr Malcolm Pearson, Assistant Director of Finance to discuss the wording and the letter of representation would be amended accordingly. Members were happy to approve the letter, subject to the changes being made.

The Letter of Representation was **APPROVED**, subject to changes being made as discussed.

Action: Letter of Representation:

Mr Gardiner to discuss the wording of the equal value claims aspect with Mr Pearson and then amend the letter of representation accordingly

AC40/11 ANY OTHER BUSINESS

There was no further business to note.

Mr Evens gave thanks to the members of the Finance staff for the work undertaken in this year's Annual Accounts.

AC41/11 DATE, TIME AND PLACE OF NEXT MEETING

Monday 18 July 2011 at 9am in Seminar Room 2, Education Centre, Cumberland Infirmary.

AUDIT COMMITTEE ACTION LIST MEETING JUNE 2011

DATE OF MEETING: 07/06/2011

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
December 2010				
AC72a/10	Governance Update Report. Following the recommendations from the Redfern report an update would be brought to a future Audit Committee on the local Mortuary audit/Pathology arrangements to give members assurance on this area	Ramona Duguid	September 2011	
AC72b/10	Outstanding Audit Actions 1. The Director of IM&T to give a report or attend the meeting in February to update on the red and amber actions in the IT Business continuity plan.	Alistair Mulvey	February 2011 meeting Amended date - July 2011	Complete– Mr Thomas to be asked to attend the July meeting to verbally update members

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
AC75a/10	Internal Audit Progress Report. 1. The Clinical Audit internal audit report to be discussed at the February Audit Meeting as part of the Internal Audit Plan.	Cheryl McAdams	February 2011	To be an agenda item September 2011
	2. The Medical Director to be invited to attend the September Audit Committee meeting to update members on the progress of actions in relation to the Clinical Audit Internal Audit Report	Jean Lynch	September 2011	Ongoing
February 2011				
AC04/11	Trust Whistleblowing Policy: Mrs McAdams to discuss with Human Resources to check whether the Trust still had a Whistleblowing policy or whether it had been integrated into another policy	Cheryl McAdams	May 2011 Amended Date July 2011	
AC04/11	Q3 Finance Paper 1. Mrs McAdams to discuss with the security manager the loss of cash at the West Cumberland Hospital in relation to undertaking an audit looking at the procedures to ensure they are correct.	Cheryl McAdams	May 2011. Amended date July 2011	Verbal Update to be given at July Meeting
	2. Mrs McAdams to discuss with Mr Gardiner the potential issuing of a section 29 notice to the overpaid staff member that the Trust had not been able to trace.	Cheryl McAdams	May 2011. Amended date July 2011	Verbal update to be given at July Meeting
	3. Mr Evens informed members that the committee	Eric Gardiner	May 2011. Amended	Verbal Update to be

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
	would not approve the write off of this bad debt and requested that the next Audit Committee should receive a report on further actions taken to recover the money and on remedial actions taken to prevent a recurrence.		date July 2011	given at July Meeting
AC06/11	<p>Internal Audit Progress Report</p> <p>1. WCH Car parking report: Mr. Bonner and Mrs McAdams to discuss the tabular data as it did not match the numerical data in the text.</p> <p>2. NICE Guidelines: this report to be brought back to the July Audit Committee meeting for a specific update.</p>	<p>Mrs McAdams</p> <p>Mrs Duguid</p>	<p>May 2011. Amended Date July 2011</p> <p>July 2011</p>	<p>Complete – to be an agenda item at the July meeting</p>
AC10/11	<p>08/098 and 09/10 Outstanding Audit Actions</p> <p>1. Nice Guidelines to be added to the agenda for the next meeting – to be discussed as a specific item.</p> <p>2. Outstanding Audit Actions – process to be changed to show items as 30 days overdue, 60 days overdue, 90 days overdue.</p> <p>3. The Company Secretary and the Head of Internal Audit to look at the way of presenting the information to the Audit Committee members.</p> <p>4. The colouring of the actions to be amended so that the colouring is the same shade for each of</p>	<p>Cheryl McAdams</p> <p>Ramona Duguid</p> <p>Ramona Duguid/ Cheryl McAdams</p> <p>Ramona Duguid</p>	<p>May 2011. Amended date July 2011</p> <p>May 2011. Amended date July 2011</p> <p>May 2011 Amended date July 2011</p> <p>May 2011. Amended date July 2011</p>	<p>Duplicate action – see AC06(2)/11</p> <p>Complete – agenda item July Meeting</p> <p>Complete</p>

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
	<p>the green, amber and red actions.</p> <p>5. The procurement outstanding audit actions to be discussed at the next meeting as a specific item.</p> <p>6. Mrs McAdams to look further into R11 of the Governance Risk Management and Assurance Framework report</p>	<p>Cheryl McAdams</p> <p>Cheryl McAdams</p>	<p>May 2011. Amended date July 2011</p> <p>May 2011. Amended date July 2011</p>	<p>Complete – Andrew Butcher to attend July meeting to update</p>
AC12/11	Mrs McAdams to look at HR recruitment issues as part of this years or next years audit work and pass findings to external audit if appropriate	Cheryl McAdams	May 2011. Amended date July 2011	Complete - Mr Gallagher to update at July meeting
AC13/11	Mr Evens to bring to the attention of Charitable Funds Committee Members the issue relating to the concerns still to be addressed regarding spending plans and returns on cash deposits.	Mark Evens	May 2011. Amended date July 2011	
AC15/11	<p>1. Ms Bellard to forward onto members any benchmarking information she found relating to managing sickness absence in the NHS</p> <p>2. Mrs McAdams to forward to Ms Bellard the information she had regarding managing sickness absence.</p>	<p>Jackie Bellard</p> <p>Cheryl McAdams</p>	<p>May 2011</p> <p>May 2011</p>	<p>Ongoing – Ms Bellard to send Mrs Lynch the link to the document, to forward to members</p> <p>Complete</p>
MAY 2011				

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
AC18/11	1. Mr Mulvey, Mrs Duguid and Mrs Lynch to meet and look at the action list, requesting verbal updates from members where appropriate.	Jean Lynch	22 June 2011	Complete
	2. Mrs Duguid to circulate the Outstanding Audit Action reports to members 3 rd week in June	Ramona Duguid	22 June 2011	Complete
AC19a/11	1. Members to give feedback to Mrs Duguid by 18 May on the report.	ALL	18 May 2011	
	2. The report to be presented to the Audit Committee at the June meeting	Ramona Duguid	2 June 2011	
AC19b/11	1. SIC document to be reworded around the Breast Screening incident, following the discussion held at Part 2 Trust Board.	Ramona Duguid		Complete
	2. Members to feedback to Mrs Duguid their comments on the SIC document so that they can be incorporated if appropriate into the document	All		Complete
AC20a/11	1.Action: Mr Mulvey to discuss with the Director of HR regarding the ex gratia payment made to an ex member of staff, where ACAS was facilitating the process and report the details back to Mr Evens regarding this payment.	Alistair Mulvey	July 2011 Meeting	Complete - Mr Mulvey has discussed this with the Director of HR who reported he has this in hand and gave Mr Mulvey his assurance that lessons learned are in place.
	2.Mr Mulvey to invite Mr Gallagher to the next meeting to update members and give them assurance.	Alistair Mulvey	July 2011 Meeting	Complete – Mr Gallagher to update

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
				at July meeting
AC20c/11	Mr Tollitt to include the additional changes to the document as noted at the meeting	Jim Tollitt	2 June 2011	Complete
AC20d/11	1. The Trust to share with the external auditors the findings from the 'wash up of accounts' meeting. 2. Mr Evens to meet with Mr Gardiner and Mr Tollitt outside of the Audit Committee meeting to discuss his queries relating to the annual accounts	Alistair Mulvey Mark Evens/Eric Gardiner/Jim Tollitt	September 2011 10 May 2011	Complete
AC21b/11	Ms Bellard to share with Mrs Duguid the scope of the work relating to the work being undertaken on the Quality Accounts.	Jacky Bellard		Ms Bellard reported she has shared information with Mrs Duguid and is in the process of doing Quality Account Work - Complete
AC21c/11	Mr Gardiner to present information regarding the Service Line Reporting tool to the Finance Committee in September 2011	Eric Gardiner	September 2011	Ongoing - Agenda Item Finance Committee September 2011
AC22a/11	Mrs McAdams to bring to the Audit Committee in June for discussion the Internal Audit reports showing limited assurance that were fundamental to Trust business	Cheryl McAdams	2 June 2011 Amended date 7 June 2011	Complete

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
AC29/11	Internal Audit Annual Report: To ensure Mrs McAdams attends the Audit Committee meeting 7 June	Jean Lynch	7 June 2011	Complete
AC30a/11	Mr Mulvey to request the PFI provider to provide details of the life cycle costs.	Alistair Mulvey	June 2011	Complete
AC30b/11	Audit Governance Report 1. Members to read the report and discuss again when they meet on 7 June 2011. 2. Mr Gardiner to check that a mechanism is in place to recover back to back payments from the PCT. 3. Mr Mulvey to add his comments to the report and forward to members before the meeting on 7 June 2011.	All	7 June 2011	Complete
		Eric Gardiner	7 June 2011	Complete
		Alistair Mulvey	7 June 2011	Complete
AC30c/11	Annual Accounts 2010/11: Mr Mulvey to make the agreed amendments to the report highlighting the changes in time for the meeting on 7 June 2011.	Alistair Mulvey	7 June 2011	Complete
AC30d/11	Statement of Internal Control 2010/11 Mrs Duguid to make the agreed changes to the SIC report before presenting to the Trust Board.	Ramona Duguid	7 June 2011	Complete
AC35/11	Statement of Internal Control: 1. Statement of Internal Control document to be amended to reflect the discussion held in the Audit Committee meeting 7 June and to include the eight Clinical Governance	Ramona Duguid	7 June 2011	Complete

ACTIONS OUTSTANDING

Minute Point Reference	Details of Action agreed	Action by whom	Timescale	Progress
	objectives. 2. The Clinical Governance report to be shown to Mrs Judith Cooke and Mr Michael Bonner before it goes to the July Trust Board meeting	Ramona Duguid	5 July 2011	Complete
AC36/11	HOIAO: The Audit Committee minutes to be copied to the Acting Director of Nursing and the Head of Governance so that the issues within the report could be looked into and addressed via the Governance Committee	Jean Lynch	After ratification at the AC meeting on 18 July 2011	
AC37/11	Annual Accounts: The Audit Committee to look at the accounts in the September meeting and work out an action plan to ensure all elements were covered in a timely fashion	All	September 2011	To be an agenda item at September meeting
AC38/11	Audit Governance Report: Ms Bellard to amend the Audit Governance report to reflect the requests made by Audit Committee members	Jacky Bellard		Complete
AC39/11	Letter of Representation: Mr Gardiner to discuss the wording of the equal value claims aspect with Mr Pearson and then amend the letter of representation accordingly	Eric Gardiner	7 June 2011	Complete