

## THE SHREWSBURY AND TELFORD HOSPITAL NHS TRUST

## AUDIT COMMITTEE MEETING

Thursday 9th February 2012

## MINUTES

Present:	Dennis Jones (Chair) Sue Assar Simon Walford	Non-Executive Director Non-Executive Director Non-Executive Director
In attendance:	Dr Ashley Fraser Andrew Stenton Chris Benham Lorraine Lewis Chris Bellis Keith Hudson Mike Gennard Shauna Mallinson Gavin Ball Andrew Bostock Chris Rowley	Medical Director Interim Director of Operations (Item 2012.06 only) Assistant Director of Finance (Financial Accounting) Ophthalmology Manager (Item 2012.05 only) Interim Patient Access Manager (Item 2012.05 only) HR Manager (Item 2012.14 only) RSM Tenon RSM Tenon RSM Tenon KPMG KPMG
Apologies:	Neil Nisbet Julia Clarke Clare Jowett	Finance Director Director of Compliance & Risk Management Chief Compliance Officer
Secretary:	Marie Devitt	PA to Director of Compliance & Risk Management

Minute	Action	By Whom
2012.03 – Matters Arising	<u>2011.98 – Matters Arising</u> To arrange for Bruce McElroy, Pharmacy Centre Chief, to produce summary of top-level stock for next meeting.	Chris Benham
	<u>2011.104 – Internal Audit process Report</u> To look into Pharmacy Emergency Store and Medical Equipment Library as possible site to relocate PRH safe.	Chris Benham
2012.05 – Ophthalmology Risk Register	Ophthalmology to prioritise meeting final RTT targets in 2011/12 and space planning issues in Telford to be considered as a matter of urgency and reported back to Committee. To contact Clare Jowett to update risk description. The improvement plan attaching to the range of service risks and shortcomings be finalised and reported back to the Committee	Lorraine Lewis  Lorraine Lewis Steve Peak

2012.06 – Board Assurance Framework Review	The improvement plan attaching to the range of service risks and shortcomings be finalised and reported back to the Committee.	Andrew Stenton
2012.07 – Board Assurance Framework	To raise issue with Dr O’Conner and ask who he had written to about medical records issues.	Dr Fraser
2012.11 – Internal Audit Progress Report	To produce proposal for Finance Director to write off bad debts, advising of thresholds etc, for the next meeting. To circulate Compliance with NICE Guidance report to Committee once finalised.	Chris Benham Shauna Mallinson
2012.13 - Internal Audit Plan 2012/13 and beyond – first consideration and process	To report to Board on Internal Audit Plan to begin thought process.	Dennis Jones
2012.14 – Recommendation Tracking	The lack of response to workforce recommendations to be escalated with Victoria Maher.	Marie Devitt
2012.15 – Losses & Special Payments	To ensure future papers include gridlines.	Chris Benham