

AUDIT COMMITTEE - OUTCOME SUMMARY
22 September 2011 in Syndicate Room 6, SECC, RSH

Minute	Action	By Whom
2011.77 – Review of Audit Committee Terms of Reference	To update Terms of Reference, as agreed and cross-reference with Peter Vernon, Non-Executive Director.	Clare Jowett
2011.78 - Minutes of Previous Meeting held 9 June 2011	To update minutes with suggested comments.	Marie Devitt
2011.79 - Matters Arising from Previous Meeting held 9 June 2011	<p><u>2011.36 – Statement of Internal Control (SIC) Process</u> To present timetable of Annual Governance dry run process at December Audit Committee, for information.</p> <p><u>2011.62 – Local Counter Fraud Specialist Annual Report for 2010/11</u> To circulate Bribery Act leaflet and staff update to Committee Members for information.</p>	<p>Julia Clarke</p> <p>Gavin Ball</p>
2011.83 – Internal Audit Progress Report	<p>To ensure Dr Fraser presents Clinical Audit report to Quality & Safety Committee.</p> <p>To update the Committee in December in respect of E-rostering, including systems and the impact of improved controls on bank / agency staff use.</p>	<p>Clare Jowett</p> <p>Julia Clarke</p>
2011.85 – Local Counter Fraud Specialist Report	To pick up issue of WLI payments follow-up with Dr Fraser and arrange to update the Committee.	Chris Benham
2011.86 – Recommendation Tracking	<p>To close, where possible, recommendations relating to the Finance Director.</p> <p>To raise Audit Committee concerns at 4Action+ training sessions to establish whether a solution was possible.</p>	<p>Chris Benham</p> <p>Marie Devitt & Clare Jowett</p>
2011.87 – Audit Committee Annual Report	<p>To work through suggested comments received from Internal and External Audit.</p> <p>To email Clare Jowett with comments / suggestions.</p> <p>To circulate amended Audit Committee Annual Report to Committee Members, once updated.</p>	<p>Clare Jowett & Dennis Jones</p> <p>Committee Members</p> <p>Clare Jowett</p>
2011.89 – Losses & Special Payments	To look into expired stock and include detail in future reports.	Chris Benham
2011.92 – Any Other Business	<p>To advise Dennis Jones of suggestions of managers to attend December Audit Committee to account for any issues in their areas.</p> <p>To discuss with executive colleagues prior to the December agenda being developed.</p>	<p>Committee Members</p> <p>Dennis Jones</p>