

**West Hertfordshire Hospitals NHS Trust
Sub Committee Summary Report**

Audit COMMITTEE
12 September 2006

Key items discussed

External Audit
Internal Audit
Local Counter Fraud
Annual Report
Risk Management
Organisational Governance
Hospitality and Gift Register
Waiver Register
Losses and Compensations

Actions agreed

- Action plan to be developed picking up actions identified in final ALE report
- Reference to be made in the Annual Audit Letter to the improvements that have been made since the ALE assessment
- Progress chasing process to be put in place to ensure that actions being taken to (a) finalise draft internal audit reports quickly and (b) actions in final reports are being taken forward
- Executive discussion needed on the issues raised by Nikki Moore on delivery of NHSLA risk evaluation pilot
- Ordering of governance document to be reviewed to improve overall flow of the information
- Overall sign posting in governance document needed as well as brief introductions for each section
- Change "Vision and Values" to "Values" in governance document
- Check "role of Non Executive Directors" with Appointments Commission web site in governance document
- Role of Trust Secretary to be included in governance document
- Standing Orders/ Standing Financial Instructions/Scheme of Delegation needs to be part of main document not appendix
- Summary document to be produced for wide organisational circulation

Items Referred/Escalated, Where To And Why

None

Progress on Standards for Better Health

Nothing discussed at the meeting

Risk Issues Identified And Actions Taken

Nothing discussed at the meeting