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CHAIR'S KEY ISSUES

ISSUES FOR REFERRING/ESCALATING TO BOARD OF DIRECTORS

PART A:

ORIGINATING COMMITTEE OR GROUP:		Audit Committee	DATE OF MEETING ISSUE RAISED:	8 December 2016	
CHAIR:		Martin Sinclair	LEAD NON-EXECUTIVE DIRECTOR:	Martin Sinclair	
Agenda Item No.	DETAILS OF ISSUE:	FOR - APPROVAL / ESCALATION / ALERT / ASSURANCE / INFORMATION	RISK REGISTER / BAF REFERENCE	PAPER ATTACHED √	
2.1 Theatre utilisation and efficiency	The Committee conducted its second 'deep dive' follow-up of an internal audit, receiving a progress report on theatre utilisation and efficiency from the Perioperative Directorate team and Chief Operating Officer. The Committee welcomed progress in improving theatre utilisation and reducing dropped sessions and the further actions planned, but noted concerns around theatre maintenance and the impact of poor patient flow on start times.	Information	RR 4		
4.3 Financial special measures	The Committee discussed the adequacy of financial controls in the Trust in the context of Financial Special Measures. The Committee agreed the imperative of achieving the planned outturn position and better by the end of the year; the need to control discretionary spend in the last 3 months of the year; the need for stronger financial control and grip; and the importance of early identification and delivery of the 2017/18 CIPs programme	Escalation			
5.1 Audit plan	The Committee received the audit plan from external audit and was advised of the significant value for money risks in respect of the failure to deliver financial plans and targets and longer-term financial plans. The audit will also take place in the context of Quality and Financial Special Measures, the forecast year-end deficit, and planned buddying arrangement with Western Sussex Hospitals	Information			
5.2 Internal audit – temporary staffing	The internal audit on temporary staffing was assessed as amber. The key finding was the need to formalise processes for rostering and the authorisation of temporary staff	Information			
5.3 Internal audit –	The internal audit on mandatory training and appraisal was assessed as amber. The audit noted progress in both areas, although compliance rates remained short of the agreed targets. There were concerns about the ability to release staff for training due	Information			

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mandatory training and appraisal	to operational pressures and the accuracy of data recording in both areas			
DATE COMPLETED AND FORWARDED TO DIRECTOR OF CORPORATE AFFAIRS:			18 January 2017	

PART B:

RECEIVING COMMITTEE:		DATE OF MEETING ISSUE CONSIDERED:	
CHAIR:		LEAD EXECUTIVE DIRECTOR:	
Agenda Item No.	RECORD OF CONSIDERATION GIVEN / APPROVAL / RESPONSE / ACTION:		
DATE COMPLETED AND FORWARDED TO CHAIR OF ORIGINATING BOARD / COMMITTEE / TASK & FINISH GROUP:			