

WELSH AMBULANCE SERVICES NHS TRUST

MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 28 MAY 2015 AT HEADQUARTERS, ST ASAPH WITH A VIDEO CONFERENCING LINK TO VANTAGE POINT HOUSE, CWMBRAN, AND CEFN COED SWANSEA

PRESENT :

David Scott	Non Executive Director and Chair	DSc
Emrys Davies	Non Executive Director (VC, VPH)	ED
Pam Hall	Non Executive Director	PM
John Morgan	Non Executive Director (VC, VPH, left after Minute 12/15)	JM

IN ATTENDANCE :

Jill Gill	Financial Accountant (left after Minute 12/15)	JG
Lynne Haddow	Counter Fraud Specialist (VC Cefn Coed, joined for Minute 11/15 only)	LH
Dave Harries	Head of Internal Audit	DH
John Jones	Corporate Accountant (left after Minute 12/15)	JJ
Ossama Lotfy	Principal Auditor	OL
Steve Owen	Corporate Governance Officer	SO
Patsy Roseblade	Director of Finance and ICT (VC, VPH)	PR
Dawn Sharp	Corporate Secretary (Via Audio dial in)	DSH
Virginia Stevens	KPMG (VC, VPH)	VS

APOLOGIES

Damon Turner	Staff Side Representative	DT
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09/15 PROCEDURAL MATTERS

RESOLVED: That the standing declaration of interest of Mr Emrys Davies be noted.

10/15 EXTERNAL AUDIT REVIEW OF ASSEMBLY MEMBER CONCERNS

The Committee were provided with the background to a project brief which had been prepared in response to concerns initially raised by an Assembly Member.

The Committee were advised on the approach to be taken to the audit review which was to be in two stages with completion of stage one being 3 July 2015.

The Committee noted that the staff who had originally raised the initial concerns with the member had also raised a series of other issues that could have a potential impact on patient safety.

Both KPMG and Wales Audit Office (WAO) were of the view that these matters were outside the scope of the review but that they should warrant some urgent investigation by the Trust to gain assurance that patient care was not being compromised.

The Committee were informed that the Medical Director at the request of the Chief Executive had already initiated an investigation in this respect and that the Committee would be kept apprised of progress.

RESOLVED: That the matter and the timescales for reporting be noted.

11/15 LOCAL COUNTER FRAUD SPECIALIST PROGRESS REPORT

LH presented the report and provided the Committee with a brief overview of ongoing investigations. The Committee's attention was drawn to the following points:

- review tool NHS Protect self
- internal counter fraud survey An update on the
- ongoing cases Information regarding

PR advised the Committee that following the Chair's Working Group meeting it was agreed that whilst progress reports would need to be submitted to each meeting this would be for noting rather than formal presentation. The Director of Finance and ICT however assured the Committee that in adopting such an approach she would ensure that issues of significance were brought to the Committee's attention. The Director also informed the Committee that the bid to recruit a Counter Fraud Manager had been approved by the Executive Team subject to the approval of Trust Board.

RESOLVED: That

(1) the report be received; and

(2) future reports be provided to the Committee on a quarterly basis.

12/15 TENDER UPDATE REPORT & SINGLE TENDER WAIVER REQUESTS

PR presented the Committee with an overview on Tenders and Waivers during the period 1 February 2015 – 30 April 2015.

PH raised several issues in terms of suppliers which were addressed by the Director of Finance and ICT. Furthermore, **PR** advised the Committee in terms of the costs of contracts awarded and the financial implications involved.

The Committee discussed at length the processes involved regarding the appointment of sole suppliers/approval of signing the tender waivers, emphasising the importance of keeping these to an absolute minimum and ensuring value for money.

RESOLVED: That

(1) it be noted that eight tenders had been awarded and two new tenders had been issued during this period; and

- (2) 15 requests to waive SFIs were accepted during the period.

13/15 AUDIT TRACKER TOOL – UPDATE REPORT

In terms of progress going forward, **DSh** provided an update on the 2013/14 and 2014/15 Trackers.

Members were in agreement that further examination on the outstanding issues detailed within the Audit Tracker and a comprehensive update was to be provided at the next Audit Committee meeting.

The Chairman advised that due to being insufficient time to pay due diligence to the Audit Tracker it was agreed that the item be deferred to the next Audit Committee meeting.

It was also agreed that as no progress had been made on the 2013/14 register, the Director of Workforce and OD and the Head of Operations for the Betsi Cadwaladr area be requested to attend the next meeting of the Committee to provide a detailed explanation on the reasons for non completion of those actions detailed in the 13/14 tracker.

RESOLVED: That

- (1) the detailed review of the Audit Tracker be deferred to the next Committee meeting;
- (2) the Director of Workforce and OD and the Head of Operations for the Betsi Cadwaladr University Health Board area be requested to attend the next meeting; and
- (3) the proposed closures of recommendations in the 14/15 tracker be deferred pending consideration at the next meeting.