



## WELSH AMBULANCE SERVICES NHS TRUST

### MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 5 NOVEMBER 2015 AT TRUST HEADQUARTERS, ST ASAPH WITH A VIDEO CONFERENCING LINK TO CEFN COED, SWANSEA AND THE DIRECTOR OF FINANCE AND ICT OFFICE VANTAGE POINT HOUSE

#### PRESENT :

David Scott	Non Executive Director and Chair	DS
Emrys Davies	Non Executive Director (Via VC)	ED
Pam Hall	Non Executive Director	PH

#### IN ATTENDANCE :

Keith Cox	Corporate Secretary	KC
Dave Harries	Head of Internal Audit	DH
Ossama Lotfy	Principal Auditor	OL
Steve Owen	Corporate Governance Officer	SO
Paul Seppman	Staff Side Representative (Via VC)	PS
David Rees	Wales Audit Office (Left after Minute 23/15)	DR
Patsy Roseblade	Director of Finance and ICT (Via VC)	PR
Virginia Stevens	KPMG (Left after Minute 23/15)	VS
Jonathan Sweet	Staff Officer	JS
David Thomas	Wales Audit Office	DTh
Damon Turner	Staff Side Representative (Via VC)	DTu

#### APOLOGIES:

None Recorded

#### 22/15 PROCEDURAL MATTERS

**RESOLVED:** That the standing declaration of Mr Emrys Davies as a retired member of UNITE be noted.

#### 23/15 REVIEW OF ISSUES RAISED IN CORRESPONDENCE WITH THE AUDITOR GENERAL FOR WALES

The Chairman advised the Committee that a later version of the report had been circulated to Members and that they should discard the previous version sent out with the original agenda.

David Thomas provided the Committee with an overview of the background to the concerns which had been raised by staff through an Assembly Member and had ranged from procurement issues to elements of patient safety.

David Rees provided supplementary information in terms of the large number of allegations made adding that a substantial amount of work had been undertaken with the cooperation of Trust staff. The fundamental conclusion following this work had resulted that in almost all the cases there was not found to be substance in the concern or allegation made. Nevertheless, it had been made clear during the investigation why the issues had been raised and these were brought to the attention of the Committee.

The Committee raised several issues which were responded to by Virginia Stevens and David Rees with a detailed explanation for each one. Members expressed concern that there appeared to be an issue with communicating information to staff within the Trust which had been highlighted following the review. The Director of Finance and ICT provided Members with a comprehensive update which addressed the issues raised and advised the Committee of the Trust's intent to resolve them going forward.

The Director of Finance and ICT advised the Committee in terms of how the reporting process, including the notification to staff, going forward would be carried out. Furthermore, the Committee were advised that a template would be circulated to the Director of Finance and ICT and the Corporate Secretary by the Wales Audit Office to assist them in the reporting process which could be completed as part of the management response.

**RESOLVED: That**

- (1) the report be noted; and**
- (2) the Director of Finance and ICT address the issues as highlighted by the Committee.**

## **25/15 COUNTER FRAUD PROGRESS REPORT**

The Committee were given an overview of the progress report by **PR** who highlighted the following areas for their attention:

- Counter Fraud Presentations
- Travel Expenses Investigation

Members discussed in greater detail the travel expenses investigation and the ramifications that would ensue from it. The Director of Finance and ICT provided the Committee with further information relating to the investigation and advised how the issues were being addressed going forward.

The Director of Finance and ICT updated the Committee in terms of the staff resource situation within the Counter Fraud department.

**RESOLVED: That the counter fraud progress report be noted.**

## **26/15 AUDIT RECOMMENDATION TRACKER**

The Chairman expressed disappointment that the 2013/14 tracker still contained numerous entries that were yet to be closed. However he added that it was pleasing to note that the Business Continuity issue was showing signs of progress.

The general view of the Committee following a detailed discussion was that there should be a high level overarching action plan separate to the more detailed tracker that illustrated the details of each audit in a more succinct and easier to follow fashion.

The Corporate Secretary supported the requirement to provide the Committee with assurance that audit work was being undertaken in the form of a more concise report going forward.

The Internal Auditor, **DH** reminded the Committee of the need to see signs of progress otherwise it may impact on their end of year opinion.

Jonathan Sweet drew the Committee's attention to the trackers numbered 2 – 8 inclusive on the 2014/15 tracker which related to Community First Responders and provided a comprehensive update, adding that a further review would be conducted in six months.

**RESOLVED: That the Director of Finance and ICT present the Committee at its next meeting with the condensed overarching action plan as discussed.**