

## APPENDIX 2

### WELSH AMBULANCE SERVICES NHS TRUST

#### MINUTES OF THE OPEN MEETING OF THE AUDIT COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON WEDNESDAY 19 JANUARY 2011 AT NEWTOWN AMBULANCE STATION AND VIA VIDEO CONFERENCE FROM HQ, ST ASAPH

#### PRESENT :

Mr P James	Non Executive Director and Chair
Mr S Castledine	Non Executive Director
Mr D Evans	Non Executive Director
Mr J Morgan	Non-Executive Director

#### IN ATTENDANCE :

Mrs K Baggott	KPMG
Mr D Davies	Audit Manager, MIAA
Mrs V de Zouche	KPMG
Mr S Fletcher	Non Executive Director and Chairman of the Board
Mr J Huxley	Assistant Corporate Secretary
Mrs J Gill	Financial Accountant
Mr L Haddow	Local Counter Fraud Specialist
Mr J Jones	Corporate Accountant
Mr M Jose	Staff Side Representative (UNISON)
Mr R Lee	Regional Director, Central & West
Mr O Lofty	Principal Auditor
Mrs S Owens	Relationship Manager, BSP
Mrs J Palmer	Category Manager, BSP
Mrs D Sharp	Corporate Secretary
Mr T Woodhead	Interim Director of Finance

#### APOLOGIES:

Mr S Bower	KPMG
Mr Elwyn Price-Morris	Chief Executive

#### 01/11 PROCEDURAL MATTERS

The Chairman formally welcomed Victoria de Zouche to the meeting following her period of maternity leave.

**RESOLVED: That**

**(1) consideration of the minutes of the special meeting of the Committee held on 13 January 2011 be deferred until the next meeting on 16 March;** Corporate Secretary to refer

**(2) the minutes of the scheduled meeting of the Committee held on 23 November 2010 be received and the following matters arising be noted and/or actioned:-**

**(a) Minute 40/10 (a) – Fleet Strategy Report**

The Corporate Secretary be asked to obtain confirmation of the timescale for presenting the Fleet Strategy to the Strategic Planning, Finance and Performance Committee and the Board. Corporate Secretary

**(b) Minute 43/10 – Consultancy Services to develop Estates Strategic Outline Case – Tender ref STW 0542**

The Director of Finance be asked to circulate confirmation of the reasons for using consultants for the contract for consultancy services with particular reference as to whether it was because of a lack of capacity or expertise within the Trust. Director of Finance

**(c) Minute 44/10 (2) – Shared Services Project – Provision from 1 April 2011 MIAA Internal Audit**

(i) the contract with MIAA be extended beyond 31 March 2011 to enable an appropriate handover arrangement into the new financial year and pending full implementation of the internal audit arrangements as part of the NHS Wales shared service programme;

(ii) a presentation be arranged and delivered by a representative of the shared services project to explain the current position and future proposals. Director of Finance to arrange

**(d) Minute 46/10 (3) – Report on Financial Matters in relation to Central & West Region**

The Director of Finance be asked to clear the financial report on the Central & West Region with the Chief Executive and it be circulated to members of the Committee in advance of the next meeting. Director of Finance

**(3) the changes to External Audit Reporting Arrangements be noted;**

**(4) the arrangements to publish the New Wales Audit Committee Handbook, as described in the report, be noted;**

**(5) the Board be recommended to approve the proposal to publish,** Corporate

**on an annual basis, expenses and declaration of interest information relating to Non Executive Directors and the Management Team on the Trust's website reminding those accessing the information that the Trust operates on an all Wales basis: and**

Secretary to report to the Board.

**(6) Committees in the new structure be reminded of the facility to refer business to the Audit Committee and be provided with appropriate guidance.**

Corporate Secretary

## **02/11 FINANCE REPORT FOR THE PERIOD ENDING 31 DECEMBER 2010**

The reported outturn performance at Month 9 was a retained deficit for the period of £0.615m, representing an adverse variance against budget of £0.331m. This showed an improvement of £0.923m on the comparable Month 8 position.

The principle contributory factor to the underlying adverse variance continued to be the non achievement of planned efficiency savings particularly the target to reduce hospital handover delays. An increase in fuel costs also represented a real risk to the Trust. It was reported that the Trust was expected to achieve a break-even position at year end as required by the Welsh Assembly Government.

**RESOLVED: That the financial position and key risks and actions being taken to address the deficit be noted and endorsed.**

## **03/11 2010/11 ANNUAL ACCOUNTS**

It was reported that the external auditors had undertaken an interim audit of the Trust's accounts for 2010/11 and that no material issues had been identified.

In addition, the Committee received notification of the timeline for approving the Annual Accounts for the current year and were advised to consider alternative dates for a meeting of the Committee and the Trust Board in May/June to accommodate the new timetable.

**RESOLVED: That**

**(1) the interim external audit results be noted; and**

**(2) the revised timetable for the processing and subsequent approval of the 2010/11 Annual Accounts be noted and the suggested alternative dates for meetings of the Committee and Trust Board on 24 May and 1 June respectively (replacing the meetings on 8 and 16 June respectively) be recommended to the Board for approval.**

Corporate Secretary to refer to the Board.

**04/11 EXTERNAL AUDIT PROGRESS REPORT**

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

**NOTE:** Reports supporting the information contained in these minutes can be found on the Trust's website, [www.ambulance.wales.nhs.uk](http://www.ambulance.wales.nhs.uk)