

DRAFT

WELSH AMBULANCE SERVICES NHS TRUST

**MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE
WELSH AMBULANCE SERVICES NHS TRUST HELD ON WEDNESDAY 3
OCTOBER 2012 AT TRUST HQ, ST ASAPH AND VIDEO CONFERENCING LINK
FROM VANTAGE POINT HOUSE AND SWANSEA**

PRESENT :

Mr S Castledine	Non Executive Director and Chair
Mr D Evans	Non Executive Director
Mr P James	Non Executive Director (substitute member for Dr K Fitzpatrick)

IN ATTENDANCE :

Mr S Fletcher	Non Executive Director and Chairman of the Board
Mrs J Gill	Financial Accountant
Mr D Harries	Internal Audit
Mr J Huxley	Assistant Corporate Secretary
Mr C James	Director of Strategy, Planning and Performance (Minute 27/12 only)
Mrs S Jenkins	Director of Service Delivery (Minute 22/12 only)
Mr J Jones	Corporate Accountant
Mr O Lotfy	Principal Auditor
Mrs S Owens	Procurement Operations Manager (Minute 23/12 only)
Mr E Price-Morris	Chief Executive
Mrs P Roseblade	Director of Finance and ICT
Mrs D Sharp	Corporate Secretary
Ms V Stevens	KPMG
Mr D Turner	Staffside Representative (UNISON)

APOLOGIES:

Mrs V De Zouche	KPMG
Dr K Fitzpatrick	Non Executive Director
Mrs L Haddow	Local Counter Fraud Specialist
Mr M Jose	Staffside Representative (UNISON)
Mr J Morgan	Non Executive Director

21/12 PROCEDURAL MATTERS

RESOLVED: That it be noted that no declarations of interest

were made during this part of the meeting.

22/12 MEDICAL GASES

The Director of Service Delivery attended the meeting to report on the position with the management of medical gases provision following the follow up review by Internal Audit. In response to the findings in the audit, it was confirmed that the policy for the management of medical gases was being developed and the deadline of 1 November for completion might slip slightly. The guidance document for managers had been completed and circulated to all relevant staff. The process for supplying cylinders and managing stock was still to be addressed fully and further work was required in relation to the frequency of stock takes and the checking and authorisation of invoices.

The Director of Service Delivery, at the Chairman's request, also provided the Committee with her personal observations of strategic issues and key risks facing the Trust over the coming months, based upon her initial assessment following her appointment in June.

RESOLVED: That

- (1) the current position be noted;**
- (2) the Director of Service Delivery and the Director of Finance and ICT confirm to the Committee when the first stock take took place and review the frequency of future stock assessments; and**
- (3) the Director of Service Delivery, in consultation with the Director of Finance and ICT, to look in detail at the checking and authorisation processes in relation to the invoices received from the supplier.**

23/12 TENDER UPDATE REPORT AND SINGLE TENDER WAIVER REQUESTS

RESOLVED: That

- (1) the contract T 0308 issued during the period be noted but also that the awarding of the contract will require Trust Board approval to comply with Standing Financial Instructions (SFI's);**
- (2) the three requests to waive SFI's, which were accepted during the period, be noted; and**
- (3) the award of T0311 and T0323 be noted.**

24/12 INTERNAL AUDIT - PROGRESS REPORT

The Committee were provided with a progress report as at September 2012 which set out any significant issues arising from the work undertaken by Internal Audit and provided a summarised analysis of the Internal Audit progress against the annual plan as agreed with the Director of Finance and the Audit Committee. The report referred to the review into Payroll Local Controls which had recently been issued with significant assurance and listed a number of reviews which were ongoing, and which included a progress report in relation to each one.

Reference was made in the report to a requirement for all NHS Chief Executives to commission a thematic review into Health and Safety Management in NHS Wales. The Internal Auditor confirmed that to accommodate the Health and Safety Review, it would mean that the Business Continuity review would have to be deferred until 2013/14 and the Committee was asked to approve this action.

The Committee discussed the precise nature of the Health and Safety review and concluded that further clarification was needed before a decision to defer other reviews was made.

RESOLVED: That

- (1) the Internal Audit progress report as at June 2012 be received; and**
- (2) an update report be presented to the next meeting of the Committee clarifying what action the Trust is being asked to undertake in relation to the thematic review into health and safety management.**

25/12 COUNTER FRAUD PROGRESS REPORT AND COUNTER FRAUD ANNUAL REPORT 2011/12

RESOLVED: That

- (1) it be noted that a report on Counter Fraud was not available for consideration at this meeting due to illness of the Local Counter Fraud Specialist; and**
- (2) the Director of Finance and ICT confirmed that a full review of the Counter Fraud function was to be carried out in due course and a report would be presented to a future meeting of the Committee.**

26/12 AIR AMBULANCE CHARITY – GOVERNANCE

The Corporate Accountant confirmed that work in relation to the Service Level Agreement (SLA) was still ongoing.

RESOLVED: That

- (1) a final version of the Service Level Agreement (SLA) with the Air Ambulance Charity be circulated to members of the Committee once the Management Team had signed-off the agreed document; and**
- (2) the agreed SLA be presented to the next meeting of this Committee.**

27/12 FLEET SERVICE REVIEW UPDATE

The Director of Strategy, Planning and Performance updated the Committee on the position with the Fleet Service Review and referred to progress in securing the services of external specialist support to undertake the review. Confirmation was also given to the interim management arrangements in relation to fleet to cover the absence of the Trust's Fleet Manager due to illness.

Earlier in the meeting, Members had requested confirmation as to whether any decisions had been made with regard to the ambulance vehicles that had not been disposed of at the appropriate time and been held over to cover the Olympic games. In response, the Director of Strategy, Planning and Performance confirmed that the vehicles had not yet been disposed of although the arrangements had commenced.

RESOLVED: That

- (1) the position with regard to the acquisition of specialist support for the fleet review be supported;**
- (2) progress with regard to securing interim fleet management arrangement be noted; and**
- (3) the list of ambulance vehicles to be disposed of and the arrangements for doing so be circulated to all members of the Committee.**