

**WELSH AMBULANCE SERVICES NHS TRUST****MINUTES OF THE OPEN MEETING OF THE AUDIT COMMITTEE OF THE  
WELSH AMBULANCE SERVICES NHS TRUST HELD ON WEDNESDAY 11  
JULY 2012 AT VANTAGE POINT HOUSE AND VIDEO CONFERENCING LINK  
FROM ST ASAPH AND SWANSEA****PRESENT :**

Mr S Castledine	Non Executive Director and Chair
Dr K Fitzpatrick	Non Executive Director
Mr J Morgan	Non Executive Director

**IN ATTENDANCE :**

Mr T Eckley	National Risk and Health & Safety Manager
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 J Jones	Interim Director of Finance and ICT
Mr M Jose	Staffside Representative (UNISON)
Mr O Lotfy	Principal Auditor
Mrs D Sharp	Corporate Secretary
Mr D Turner	Staffside Representative (UNISON)

**APOLOGIES:**

Mr A Ashforth	Acting Corporate Accountant
Mrs V De Zouche	KPMG
Mr D Evans	Non Executive Director
Mr E Price-Morris	Chief Executive
Ms V Stevens	KPMG

**18/12 PROCEDURAL MATTERS****RESOLVED: That**

**(1) it be noted that there were no declarations made under the Code of Conduct ;**

**(2) the minutes of the meeting (open and closed) of the Committee held on 3 May 2012 be confirmed as a correct record, subject to the following:-**

**(a) the word 'member' be amended to read 'members' in Minute**

**10/12 of the closed session; and**

**(b) it be noted that the review of fleet services being undertaken by the Director of Strategy, Planning and Performance and also the audit review being carried out by the Internal Auditor should be linked to provide a full comprehensive review of fleet services;**

**(3) the revised declaration of interests schedule and the list of payments received by members of the Trust Board be noted and the following action be taken before publishing the information on the Trust's website:-**

**(a) the Interim Director of Finance be asked to write formally to the Business Support Partnership (BSP) for confirmation of the expenses rates that have been applied to all those on the list circulated at the Committee, seeking explanations for the few instances where it appears that higher rates have been used following a period of lower rate payments, and for this information to be sent to the individuals;**

**(b) the interim Director of Finance to obtain information as to how many Trust staff had received requests for repayment of overpaid mileage following errors in the May/June 2012 payroll calculations problems and to request the BSP to notify staff when a change in the expense rate has been applied;**

**(c) details be obtained from the Director of Workforce and OD with regard to the results of discussions she has had with the BSP about overpayments of expenses and the tone of letters sent to staff when this had occurred; and**

**(d) with regard to the declarations of interests by Board members, clarification be sought as to whether the involvement of the Director of Medical and Clinical Services with the Air Ambulance charity constitutes a conflict of interest;**

**(4) (a) the results and responses following completion by members of the Audit Committee Handbook Self Assessment be noted;**

**(b) the new version of the Audit Committee Handbook be received and discussed in detail at the next meeting of the Committee on 3 October 2012, including;**

**(c) the report in (b) above to include the arrangements for training on audit matters for members of the Committee, a review of the terms of reference of the Committee and the role of external audit;**

**(5) the draft calendar of meetings for the period January 2013 to March 2014 be recommended to the Board for approval;**

**(6) the Gifts and Hospitality Policy, which had been referred to the Committee by the Board, be agreed, subject to the Interim Director of Finance confirming that the policy in relation to cash gifts received is sufficiently detailed and explicit.; and**

**(7) it be noted that no business has been referred to the Committee for consideration from other bodies within the Committee structure**

## **19/12 EXTERNAL AUDIT PROGRESS REPORT**

**RESOLVED:**

**That the External Auditor's report be received and that in the absence of any representation from KPMG the Committee assumed that KPMG were receiving full and timely co-operation from staff in relation to their ongoing pieces of audit work.**

## **20/12 FINANCE REPORT – MONTH 2 2012/13**

In considering the finance report, members noted the position at Month 2 and were informed that a detailed report to reflect changes in the income assumptions would be presented to the meeting of the Trust Board on 26 July 2012.

Members acknowledged that the Committee's role in considering the accounts was one of ensuring that effective processes and controls were in place to check that funds were being spent correctly, efficiently and best value was being achieved at all times. It was the responsibility of the Strategic Planning Committee to monitor budgetary performance and the potential effect on service delivery. The Committee was informed that the Strategic Planning Committee had reviewed this same report and carried out a detailed review at its meeting on 5 July 2012.

**RESOLVED: That**

**(1) the financial position, as reported for Month 2, and the associated key risks and issues be noted; and**

**(2) it be noted that the Committee was satisfied with the current assurances and detailed scrutiny arrangements performed by the Strategic Planning Committee.**

## **21/12 DISPOSAL OF SURPLUS EQUIPMENT**

**RESOLVED: That due to the commercial nature of some of the information contained in the report, the discussion was moved into the 'Closed Session' of the meeting.**

## **22/12 CORPORATE RISK REGISTER**

The Committee reviewed the latest version of the Corporate Risk Register and received a verbal report from the Corporate Risk Manager.

It was noted that in view of the recent management changes the register had not been updated recently and some dates for completion of actions in the register had now passed.

The Committee felt that the Corporate Risk Register required more work to enable it to be published on the Trust's website via a stand-alone link. Members also expressed the view that specialist advice on the development of risk registers would be useful to make sure that the Trust was identifying its risks in the most effective way and that the monitoring processes of agreed actions was providing the necessary scrutiny and challenge. This specialist advice could also cover the role of the Audit Committee in maintaining corporate governance principles.

The Committee noted the ongoing work of the Management Team in regularly reviewing the register and the commitment that a further detailed review was due to take place, following clarity over financial scenarios, which would, of course, have a bearing on the Trust's Annual Delivery Plan and therefore the Corporate Risk Register, which was inextricably linked.

**RESOLVED: That**

**(1) the Corporate Risk Register be noted;**

**(2) the review of the register in the light of the ongoing financial discussion, as referred to above, be noted;**

**(3) the letter received from the Minister for Health and Social Services requiring NHS organisations to publicise their risk registers be noted; and**

**(4) the Chief Executive be asked to attend the next meeting of the Committee on 3 October to update on the process for**

**keeping an effective Corporate Risk Register and the position with regard to the Management Re-structuring and in particular the strategic co-ordination role.**

## **RESOLUTION TO MEET IN CLOSED SESSION**

*Representatives of the press and other members of the public were excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted in accordance with the requirements of Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.*

**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)**