

## WELSH AMBULANCE SERVICES NHS TRUST

### MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 10 SEPTEMBER 2015 AT TRUST HEADQUARTERS, ST ASAPH WITH A VIDEO CONFERENCING LINK TO VANTAGE POINT HOUSE

#### PRESENT :

David Scott	Non Executive Director and Chair	DSc
Emrys Davies	Non Executive Director	ED
Pam Hall	Non Executive Director	PH

#### IN ATTENDANCE :

Dave Harries	Head of Internal Audit	DH
Patsy Roseblade	Director of Finance and ICT	PR
Paul Seppman	Staff Side Representative (Via VC, VPH)	PS
Dawn Sharp	Corporate Secretary	DSh

#### APOLOGIES:

Lynne Hadow	Counter Fraud Specialist
Judith Hardisty	Director of Workforce and OD
Dr Brendan Lloyd	Medical Director
Ossama Lotfy	Principal Auditor
Damon Turner	Staff Side Representative

#### 19/15 TENDER UPDATE REPORT AND SINGLE TENDER WAIVER REQUESTS

The Director of Finance and ICT **PR**, presented the report to the Committee. There were no single tender waiver requests.

In terms of tenders being awarded **PR** provided a summary of each one for the Committee's attention.

#### RESOLVED: That

- (1) It be noted four tenders were awarded and no new tenders were issued during this period.
- (2) It be noted that there were no requests to waive SFIs accepted during the period.

#### 20/15 COUNTER FRAUD PROGRESS REPORT AND ANNUAL REPORT 2014-15

The Committee were given an overview of the progress report by **PR** who highlighted the following issues:

- Erroneous payments – Interviews under caution were yet to be concluded in order for this issue to be progressed further.
- Timesheets and expenses - detailed investigative work needed to be undertaken in order to progress this matter.

The following question was raised:

- Was the Trust mindful of vexatious allegations against it. **PR** advised that the Trust was aware of reports of this nature, however following initial investigation into them whereby it was assumed they were vexatious, it transpired that the majority were unsubstantiated.

**PR** sought advice and guidance from the Committee in terms of funding for additional resource within the Counter Fraud Team. A detailed discussion took place whereby the Committee contemplated various situations in which the Counter Fraud Team could be augmented in the most appropriate and cost effective manner.

The Committee's attention was drawn to the Annual Report to which **PR** provided an overview.

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

## **21/15 AUDIT RECOMMENDATION TRACKER**

The Corporate Secretary **DSh** outlined to the Committee all the trackers which had been updated following the last Audit Committee meeting.

The Committee held an in depth discussion which focused primarily on the overdue business continuity tracker. **PR** assured the Committee that an action plan had been implemented which would deliver all of the business continuity plans by the end of October 2015. **PR** further advised that there must be clear evidence why the business continuity tracker could be removed and should that not be the case, the relevant individual would be required to attend Audit Committee to provide an explanation.

Following further discussion on the tracker the recommendations for closure as below were agreed.

**RESOLVED: That**

- (1) the progress made by the Trust in implementing the recommendations by Internal and External Audit as set out in Annexes 1, 2 and 3 were reviewed and commented on.**
- (2) recommendations numbered 9 and 14 in Annex 1, and recommendations numbered 1, 2 and 6 in Annex 3 be agreed for closure and be removed from future audit tracker reports to this Committee.**