

**DRAFT**

**WELSH AMBULANCE SERVICES NHS TRUST**

**MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE  
WELSH AMBULANCE SERVICES NHS TRUST HELD ON TUESDAY 17  
SEPTEMBER 2013 AT TRUST HEADQUARTERS, ST ASAPH PLUS A VIDEO  
CONFERENCING LINK FROM VANTAGE POINT HOUSE, CWMBRAN,  
CONWAY HOUSE, SWANSEA AND CEFN COED, SWANSEA**

**PRESENT :**

|                  |   |
|------------------|---|
| Mr S Castledine  | Non Executive Director and Chair                                |
| Dr K Fitzpatrick | Non Executive Director (left the meeting<br>after Minute 20/13) |
| Mr D Evans       | Non Executive Director  |
| Mr J Morgan      | Non Executive Director  |

**IN ATTENDANCE :**

|               |  |
|---------------|--|
| Mr M Giannasi | Non Executive Director and Chairman of<br>the Board (left the meeting after Minute<br>19/13) |
| Mrs J Gill    | Financial Accountant   |
| Mrs L Haddow  | Local Counter Fraud Specialist (Minute<br>21/13 only)  |
| Mr D Harries  | Internal Audit   |
| Dr P Hughes   | Medical Director   |
| Mr J Huxley   | Assistant Corporate Secretary  |
| Mr O Lotfy    | Principal Auditor  |
| Mrs D Sharp   | Corporate Secretary  |

**APOLOGIES:**

|                 |   |
|-----------------|---|
| Mrs V De Zouche | KPMG  |
| Ms V Stephens   | KPMG  |
| Mrs S Owens     | Procurement Operations and Customer<br>Services Manager |
| Mrs P Roseblade | Director of Finance and ICT                             |

**18/13 PROCEDURAL MATTERS**

**RESOLVED:**

**That it be noted that no declarations of interest were made during  
this part of the meeting.**

**19/13 TENDER UPDATE REPORT AND SINGLE TENDER WAIVER REQUESTS**

**RESOLVED:**

**That it be noted that one new tender was awarded, two were issued, four requests were made and accepted to waive Standing Financial Instructions (SFI's) and there were no contract extensions made during the period.**

**20/13 INTERNAL AUDIT – PROGRESS REPORT**

The Committee was provided with a progress report as at September 2013 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 ICT and the Audit Committee.

The Committee asked a number of questions of clarification in relation to four internal audit reviews, namely the Thematic Review on Health & Safety, Periodic Income and Income Generation, Environmental Sustainability and the Annual Quality Statement. Members were reassured that all actions were being taken forward and the management responses were appropriate.

The Committee were advised about what future action was to be taken in relation to the audit reports.

**RESOLVED:**

**That the Internal Audit progress report as at September 2013 be received.**

**21/13 COUNTER FRAUD PROGRESS REPORT AND QUALITY ASSESSMENT REVIEW REPORTS OF COMPLIANCE AGAINST THE REQUIREMENTS OF NHS PROTECT**

The Committee received the Counter Fraud Progress Report for the period July and August 2013 which summarised the work conducted to date by the Local Counter Fraud Specialist (LCFS) in accordance with Welsh Government directions. Additionally, it provided detail of ongoing and future Counter Fraud work. The Committee also considered the Quality Assessment Review Reports of Compliance against the requirements of NHS Protect.

Members decided that as it had not been possible for the Director of Finance and ICT to attend the meeting, consideration of the Quality Assessment Review reports should be deferred until the next meeting of the Committee.

**RESOLVED: That**

**(1) the Counter Fraud Progress Report be received; and**

**(2) consideration of the Quality Assessment Review Reports of Compliance against the requirements of NHS Protect be deferred to the next meeting.**

**22/13 WAST CHARITABLE FUNDS REPORT AND ACCOUNTS 2012/13  
AND AUDIT OF FINANCIAL STATEMENTS REPORT**

The Committee noted that the Charitable Funds Committee had met on 5 September 2013 to review the above documentation recommending approval to the Board. The Committee endorsed the recommendations of the Charitable Funds Committee.

**RESOLVED**

**That the recommendations of the Charitable Funds Committee, as set out below, be endorsed:**

**(1) the Board be recommended to approve the Trust Charity Annual Report and Accounts for 2012/13 at its meeting on 26 September 2013 prior to submission to the Charity Commission by the prescribed deadline of 31 January 2014;  
and**

**(2) the report on the audit of financial statements be received and accordingly the Letters of Representation be signed.**