

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 20
FEBRUARY 2013 AT TRUST HEADQUARTERS, ST ASAPH AND VIDEO
CONFERENCING LINK FROM VANTAGE POINT HOUSE, CWMBRAN AND
CEFN COED, SWANSEA**

PRESENT :

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

IN ATTENDANCE :

Mrs V De Zouche	KPMG
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	Corporate Accountant
Mr R Lee	Head of Clinical Services (Item 5 only)
Mr O Lotfy	Principal Auditor
Ms S Owens	Procurement Operations and Customer Services Manager
Mrs D Sharp	Corporate Secretary
Ms V Stevens	KPMG

APOLOGIES:

Dr K Fitzpatrick	Non Executive Director
Mrs P Roseblade	Director of Finance and ICT

The Committee noted that staff side representatives were not in attendance at the meeting.

01/13 PROCEDURAL MATTERS

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

02/13 TENDER UPDATE REPORT AND SINGLE TENDER WAIVER REQUESTS

RESOLVED: That

(1) it be noted that two new tenders were awarded, two new tenders had been issued and seven requests to waive Standing Financial Instructions (SFI's) were accepted during the period; and

(2) consideration be given to compiling a list of all sole suppliers used by the Trust in order to review it over a period of time to be assured that the suppliers continue to be accurately designated as sole suppliers.

03/13 EXTERNAL AUDIT – ANNUAL AUDIT REPORT 2012

RESOLVED : That the Annual Audit Report 2012 be recommended for approval by the Trust Board at its meeting on 14 March 2013, subject to it being amended to reflect the work the Trust has undertaken to initiate partnership arrangements with Health Boards and also to acknowledge the significant increase in demand for emergency services, which inevitably, has had a knock-on effect on performance.

04/13 INTERNAL AUDIT – PROGRESS REPORT

The Committee was provided with a progress report as at February 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.

Members referred to the Internal Audit Charter (which had been considered in the open session) and the timetable for the receipt of management responses. It was thought that 20 days for the management to respond to an audit was too long, bearing in mind that they knew well in advance that the audit was taking place. It was proposed that management should be given 15 days to respond, after which, internal audit had a further 10 days to produce the report, or, 10 days from the date of receiving the management response. The Committee agreed to alert the Trust Board to this amendment.

RESOLVED: That

(1) the Internal Audit progress report as at November 2012 be received;

(2) the Director of Finance & ICT, Corporate Secretary and the

Internal Auditor consider an effective system to enable the Committee to be assured that action was being taken in a timely manner.

05/13 MEDICAL DEVICE MANAGEMENT

The Head of Clinical Services attended the meeting to introduce a report on the management of medical devices across the Trust. The report covered the procurement of such equipment, the servicing and disposal of equipment, and outlined the developments that were planned during this year.

Members sought clarification on the Trust's policy on using disposable products, had a discussion on the comparison between JRCALC and NICE guidelines, and welcomed the imminent appointment of a Medical Devices Manager, whose initial task was to review processes and practices and identify and reduce inefficiency and increase value for money. It was recognised that following good work by staff in the procurement services it had been possible to reduce costs of consumables significantly.

RESOLVED: That the report be received and the Medical Devices Manager be invited to a future meeting of the Committee to report progress.

06/13 COUNTER FRAUD - PROGRESS REPORT FOR THE PERIOD NOVEMBER 2012 TO JANUARY 2013

RESOLVED: That

- (1) the Counter Fraud Progress Report be received;**
- (2) the Director of Service Delivery investigate the matter involving a charitable donation received at an ambulance station and consider whether it can be finalised using the Trust's established management policies; and**
- (3) with regard to paragraph 2.4 of the report, it be noted that the Audit Committee will receive a report at a future meeting confirming how the investigations are to be conducted along with the findings.**