

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 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 (left meeting after Minute 17/12)
Mr J Morgan	Non Executive Director

IN ATTENDANCE :

Mr I Emptage	BSP, Shared Services (Minutes 16 and 17/12 only)
Mr S Fletcher	Non Executive Director and Chairman of the Board
Mrs J Gill	Financial Accountant
Mrs L Haddow	Local Counter Fraud Specialist (Minute 19/12 only)
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 S Owens	Procurement Operations Manager (Minutes 16 and 17/12 only)
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

15/12 PROCEDURAL MATTERS

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

16/12 TENDER UPDATE REPORT AND SINGLE TENDER WAIVER REQUESTS

RESOLVED: That

(1) the contract issued during the period be noted;

(1) the four requests to waive SFI's, which were accepted during the period, be noted; and

(4) it be noted that there were no contract extensions made during the period.

17/12 ASSET DISPOSAL

The Committee had requested a report setting out the governance and controls pertaining to the disposal of all Trust assets including the total amount of income that the Trust had received in any one year, following the sale of assets, and whether or not the Trust was obtaining maximum monies from the sale of such equipment.

The Procurement Operations Manager introduced a report providing information covering all of the circumstances in which the Trust disposed of goods and the processes being adopted to achieve a financial return. Members asked a number of questions about the process and focussed on the relatively low level of income achieved for equipment used in individual areas of the service.

RESOLVED: That

(1) the processes adopted by the Trust to achieve the maximum value for assets upon disposal be noted;

(2) the Interim Director of Finance and ICT to send details to Non Executive Directors of the processes in place to ensure that no identifiable data is left on equipment upon disposal;

(3) in addition, a list be provided confirming what has been sold by the Trust's agents in the past 12 months; and

(4) the Interim Director of Finance and ICT and the Procurement Operations Manager submit a report to the next meeting of the Committee on the disposal of the latest batch of medical equipment and information about the inventory of obsolete/out of service items being held by the Trust for future disposal.

DR K FITZPATRICK LEFT THE MEETING AT THIS POINT WHICH RESULTED IN THE REMAINDER OF THE MEETING BEING INQUORATE

18/12 INTERNAL AUDIT - PROGRESS REPORT

The Committee were provided with a progress report as at June 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 detailed report and findings, together with recommendations and agreed actions in respect of the Ordering Process for Communication on Sacrificial Equipment review were also presented to the Committee. Members also discussed other work that was currently in progress relating to medical gases and fleet management.

Since publication of the agenda, the follow-up review audit of Medical Gasses had been issued and, whilst acknowledging the overall improvements which had contributed in the region of £175k of savings on previous years accounts, the Committee expressed their disappointment in its findings and requested further consideration of the review at the next meeting in the presence of the Director of Service Delivery.

RESOLVED: That

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

(2) the Director of Service Delivery be asked to attend the next meeting of the Committee on 3 October 2012 to talk about her views about the control and efficient use of medical gases within the Trust and to explain any action that she intended to put in place to further control expenditure in this area; and

(3) the Internal Auditor attend the next meeting of the Fleet Review Board and ascertain what areas of the fleet audit could be progressed alongside the review being carried out by the Fleet Review Board.

19/12 COUNTER FRAUD PROGRESS REPORT AND COUNTER FRAUD ANNUAL REPORT 2011/12

The report highlighted the work undertaken by the Local Counter Fraud Specialist (LCSF) covering the period May to June 2012, including the detail surrounding counter fraud investigations. With

regard to these investigations, members advised that further discussions should be held, for clarification purposes, relating to charitable donations and the protocol for referring cases to the Health Professional Council (HPC).

In accordance with Welsh Government (WG) guidance, the Trust's Counter Fraud Specialist presented a Counter Fraud Annual Report, which aimed to address the objectives of the WG's strategy to counter fraud and corruption. Members focussed on the arrangements to make counter fraud training available to staff and advised that this should be included in the Trust's induction programme for new staff.

RESOLVED: That

(1) the Counter Fraud progress report, be

(2) clarification be sought with regard to charitable donations and the protocol for referring cases to the HPC, as detailed above; and

(3) the Counter Fraud Annual Report 2011/12 be approved and the Director of Workforce and OD be asked to advise the Committee as to the best way of ensuring that counter fraud is included in the Trust's corporate training programme.

20/12 AIR AMBULANCE CHARITY – GOVERNANCE

The Interim Director of Finance and ICT confirmed that work in relation to the Service Level Agreement (SLA) was still ongoing.

RESOLVED:

That the Interim Director of Finance circulate a final version of the Service Level Agreement with the Air Ambulance Charity once discussions have been completed and all parties have signed up to the agreed document.