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Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
NHS Trust

## WELSH AMBULANCE SERVICES NHS TRUST

### CONFIRMED MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 3 MARCH 2016 AT TRUST HEADQUARTERS, ST ASAPH WITH A VIDEO CONFERENCING LINK TO CEFN COED, SWANSEA AND VANTAGE POINT HOUSE, CWMBRAN

#### PRESENT :

David Scott	Non Executive Director and Chair	DS
Emrys Davies	Non Executive Director (Via VC VPH)	ED
Martin Woodford	Non Executive Director (Via VC VPH)	MW

#### IN ATTENDANCE :

Mick Giannasi	Chairman of the Board (Via VC VPH)	MG
Jillian Gill	Financial Accountant	JG
Dave Harries	Head of Internal Audit	DH
Ossama Lotfy	Principal Auditor	OL
Steve Owen	Corporate Governance Officer	SO
Paul Seppman	Staff Side Representative (Via VC)	PS
Dave Thomas	Wales Audit Office (Via VC VPH)	DTh
Chris Turley	Deputy Director of Finance (Via VC VPH)	CT
Damon Turner	Staff Side Representative (Via VC)	DTu
Anthony Veale	Wales Audit Office (Via VC VPH)	AV

#### APOLOGIES:

Keith Cox	Board Secretary
Pam Hall	Non Executive Director
Patsy Roseblade	Director of Finance and ICT

#### 05/16 PROCEDURAL MATTERS

##### Declarations of Interest

The Committee noted the standing declaration of interest of Mr Emrys Davies being a retired Member of UNITE.

**RESOLVED:** That the declaration of interest of Mr Emrys Davies being a retired member of UNITE made under the Code of Conduct be noted.

## **07/16 COUNTER FRAUD PROGRESS REPORT**

The report was presented to the Committee as read.

Members expressed concern on the length of time it took for investigations to be concluded. It was further commented that future update reports being presented to the Committee should be more succinct and there should be a focus on the issues that were causing the delays in completing the investigations.

The Committee discussed at length the contents of the report and it was agreed that a more proactive and strategic perspective be taken in terms of tackling fraud within the Trust and the issue of progressing this was to be discussed at the next Chair's Working Group meeting on 5 April 2016.

### **RESOLVED: That**

- (1) the Counter Fraud Progress report be noted;**
- (2) future reports be more concise and include detail in terms of the issues causing the delay in completing investigations; and**
- (3) the next Chair's Working Group discuss the issue of tackling fraud within the Trust from a strategic perspective going forward.**

## **08/16 AUDIT RECOMMENDATION TRACKERS**

The Chairman of the Committee **DS**, presented the report and advised the Committee that since the last meeting considerable progress had been made. In terms of business continuity **DS** alerted Members to the relevant document embedded within the tracker.

In terms of the Healthy and Safety thematic review **DH** expressed disappointment that it had not been progressed and advised that a composite follow up report in this regard would be submitted to the Committee going forward.

**DS** provided the Committee with a detailed explanation in terms of how the Audit Tracker was monitored and managed and commented on the role Internal Audit undertook with respect to the Tracker. It was agreed, following a detailed discussion, that the issue of incomplete actions following Audit recommendation reviews within the stipulated time be escalated to Board level.

**DTh** of the Wales Audit Office added that they would expect to see External Audit's recommendations from the structured assessment appear on the Tracker and in particular the concerns that had previously been raised by an Assembly Member.

### **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 was reviewed and commented upon;**
- (2) the recommendations numbered 4/1516 and 8/1516 be closed and removed from the audit tracker;**

- (3) the recommendations numbered 4/1314, 5/1314 and 6/1314 be agreed for closure and be transferred to the list of closed items whilst awaiting sign off from Internal Audit;**
- (4) the issue of incomplete actions following Audit recommendation reviews within the stipulated time be escalated to Board level; and**
- (5) the ongoing work by the Corporate Secretary and the Assistant Corporate Secretary (Interim) in maintaining the tracker be acknowledged.**

**Reports relating to the items of business in these minutes can be found on the Trust's website, [www.ambulance.wales.nhs.uk](http://www.ambulance.wales.nhs.uk)**