

**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 29  
MAY 2013 AT TRUST HEADQUARTERS, ST ASAPH, VIDEO CONFERENCING  
LINK FROM VANTAGE POINT HOUSE, CWMBRAN, CONWAY HOUSE,  
SWANSEA AND VIA TELEPHONE AND SKYPE**

**PRESENT :**

Mr S Castledine	Non Executive Director and Chair
Mr D Evans	Non Executive Director
Dr K Fitzpatrick	Non Executive Director (Left after Minute 11/13)

**IN ATTENDANCE :**

Mrs V De Zouche	KPMG
Mr S Fletcher	Non Executive Director and Chairman of the Board
Mrs J Gill	Financial Accountant
Mrs L Haddow	Counter Fraud Specialist (Minute 13/13 only)
Mr D Harries	Internal Audit
Mr J Huxley	Assistant Corporate Secretary
Mrs S Jenkins	Director of Service Delivery (Minute 11/13 only)
Mr J Jones	Corporate Accountant
Mrs M Jose	Staff side Representative (UNISON)
Mr O Lotfy	Principal Auditor
Mrs D Sharp	Corporate Secretary
Mrs P Roseblade	Director of Finance and ICT
Ms V Stevens	KPMG

**APOLOGIES:**

Mr J Morgan	Non Executive Director
Ms S Owens	Procurement Operations and Customer Services Manager

**07/13 PROCEDURAL MATTERS**

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

**08/13 TENDER UPDATE REPORT AND SINGLE TENDER WAIVER REQUESTS**

**RESOLVED: That**

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

**(2) Mr J Morgan, Non Executive Director be sent an explanation why there is only one supplier for the maintenance of UPS systems (Tender 01273 refers)**

**09/13 EXTERNAL AUDIT – OUTLINE OF AUDIT WORK FOR 2013**

**RESOLVED : That the outline of audit work for 2013, as described in the report from the External Auditor, be approved.**

**10/13 INTERNAL AUDIT – PROGRESS REPORT**

The Committee was provided with a progress report as at May 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 asked questions on a range of issues and sought advice specifically with regard to the volunteer action plan, first responders and performance of defibrillators.

The Committee also referred to an amendment to the Internal Audit Charter it had suggested at its previous meeting, and which was subsequently adopted by the Board, with regard to the 15 day threshold for the issue of internal audit reports from the date they were received by management. Members noted that there were a few audit review reports which had not been issued since being received by management some time ago. In response, the Committee was advised that the most important element was that action and mitigation was being taken to resolve matters and the reviews currently under consideration happened to fall to one Executive Director to action which presented an impossible position from which to proceed. An undertaking was given by the Chief Executive that the management team would revisit the process.

**RESOLVED: That**

**(1) the Internal Audit progress report as at May 2013 be received; and**

**(2) the management team to revisit the process for considering and acting upon the recommendations arising from internal audit reviews.**

#### **11/13 NATIONAL FLEET SERVICE REVIEW : FINAL REPORT**

In response to the Committee's request for an update on the Fleet Service review, the Director of Service Delivery used the report that was presented to the Trust Board in March as the basis upon which to confirm that the findings of the review would be progressed using a programme management approach by staff within the Trust and it had been decided that, at this stage, no external assistance with the process would be required. It was also confirmed that an interim appointment to the post of Head of Fleet Management had been made and this person would be joining the Trust soon.

The Committee was informed that regular progress reports would be presented to future meetings of the Strategic Planning Committee.

**RESOLVED: That the report be received and it be noted that the Strategic Planning Committee would be providing the lead in terms of progressing the findings of the Fleet review.**

**At this point, one member of the Committee had to leave the meeting which rendered the remainder of the meeting inquorate.**

#### **12/13 MEDICAL GASES STOCK TAKE UPDATE**

**RESOLVED: That the update be received and the new developments described in the report be noted.**

#### **13/13 COUNTER FRAUD - PROGRESS REPORT AND ANNUAL PLAN 2013/14**

**RESOLVED: That**

**(1) the Counter Fraud Progress Report be received and further consideration be given by the Director of Finance and ICT and Procurement staff to finalising case number 078;**

**(2) the Counter Fraud Annual Plan 2013/14 be approved; and**

**(3) the Director of Finance and ICT give consideration to the capacity within the Counter Fraud Service to meet the current and future demand for these services.**