

## WELSH AMBULANCE SERVICES NHS TRUST

### MINUTES OF THE CLOSED MEETING OF THE AUDIT COMMITTEE OF THE WELSH AMBULANCE SERVICES NHS TRUST HELD ON THURSDAY 16 JULY 2015 AT TRUST HEADQUARTERS, ST ASAPH WITH A VIDEO CONFERENCING LINK TO VANTAGE POINT HOUSE, CWMBRAN AND CEFN COED SWANSEA

#### PRESENT :

David Scott	Non Executive Director and Chair	<b>DSc</b>
Pam Hall	Non Executive Director	<b>PH</b>
John Morgan	Non Executive Director (Left after Minute 15/15, last Audit Committee meeting)	<b>JM</b>

#### IN ATTENDANCE :

Ossama Lofy	Principal Auditor	<b>OL</b>
Gordon Roberts	Interim Assistant Director of Operations (EMS) (Via VC, VPH)	<b>GR</b>
Patsy Roseblade	Director of Finance and ICT	<b>PR</b>
Paul Seppmann	Staff Side Representative (Via VC, VPH)	<b>PS</b>
Dawn Sharp	Corporate Secretary	<b>DSh</b>
Claire Vaughan	Associate Director Workforce Transformation (Via Audio Link, Minute 14/15 only)	<b>CV</b>
Wendy Welsh	Internal Audit	<b>WW</b>
Keith Williams	Head of Joint Resilience Unit (Joined Minute 14/15 only)	<b>KW</b>

#### APOLOGIES:

Emrys Davies	Non Executive Director
Judith Hardisty	Director of Workforce and OD
Dave Harries	Head of Internal Audit
Damon Turner	Staff Side Representative

#### 14/15 AUDIT TRACKER TOOL – UPDATE REPORT

The Chairman **DSc** confirmed that items were only removed from the tracker once they had been completed with the Committee having been provided with that assurance.

The Associate Director Workforce Transformation **CV** was unable at this stage to provide the Committee with an update on issues relating to HR and OD.

The Corporate Secretary **DSh** provided an update in terms of items which were to remain on the tracker.

In terms of training needs, **CV** advised that further work and analysis would be conducted to take this forward.

#### Sickness Management

**CV** advised the Committee that further work was still required however progress was

being made in terms of reducing sickness rates amongst staff.

The Committee considered additional elements within the tracker and discussed in further detail.

### **Business Continuity**

The Head of Joint Resilience Unit **KW** drew the Committee's attention to the issues surrounding business continuity which had been given limited assurance following a review . He advised the Committee of the work going forward which would include identifying gaps within the plans and provide the Trust with the key actions that would enable the Trust to become more robust in its resilience. **DSc** commented that it was unacceptable that progress was not being made in terms of business continuity management. **KW** advised the Committee that engagement had and was continuing to be an issue. The Director of Finance and ICT **PR** understood the issues and it was agreed that this must be brought to the attention of the Executive Management Team as soon as possible. Members discussed various scenarios at length which the Trust could encounter on a daily basis and how it would respond.

The Committee further discussed the remaining trackers in detail and identified and agreed those which should remain or be removed.

#### **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 be noted;**
- (2) recommendations numbered 15 and 16 in Annex 1, recommendations numbered 1, 6 and 13 in Annex 2, and recommendations numbered 1 and 2 in Annex 3 be agreed for closure and removed from future audit tracker reports to this Committee; and**
- (3) KW to provide a report for the Director of Finance and ICT to present to the Executive Team to progress the issue of business continuity going forward.**

#### **15/15 ANNUAL REPORT INCORPORATING THE ANNUAL QUALITY STATEMENT (AQS)**

**DSh** presented a brief overview on the status of the Trust's Annual Report and the Annual Quality Statement providing details of the timelines involved with regard to finalising the reports. **DSc** advised that, the Annual Report should be circulated by e mail with any comments returned to the Corporate Secretary as soon as possible. The Committee were also urged to provide feedback in terms of the AQS to Leanne Hawker as soon as possible.

**RESOLVED: That the Annual Report be circulated to the Committee and any feedback be provided to the Corporate Secretary as soon as possible.**

#### **16/15 EXTERNAL AUDIT REVIEW OF ASSEMBLY MEMBER CONCERNS – Progress Update**

**PR** provided the Committee with an update and advised that the final report, once received would be presented to the Audit Committee.

**It was to be formally recorded that following the departure of John Morgan the meeting was no longer quorate.**

**RESOLVED: That the update be noted.**

#### **17/15 TENDER UPDATE REPORT & SINGLE TENDER WAIVER REQUESTS**

The Committee were given an overview by **PR** on the tender update report and the single tender waiver requests up to the period ending 25 June 2015.

**PR** provided the Committee with an outline in terms of how the processes worked when tenders and waivers were being considered.

**PH** queried why there were so many repetitive maintenance/license contracts being presented to Committee for annual review and asked whether a recurring contract could be set up to avoid the need for them to be reconsidered on an annual process. **PR** agreed to review the process and would update the Committee at the next meeting on this issue.

**RESOLVED: That**

- (1) it be noted that eight tenders had been awarded and two new tenders had been issued during this period;**
- (2) the authorisation of 15 requests to waive SFIs during the period be noted; and**
- (3) the Director of Finance and ICT provide an update regarding the options for rolling contract fro maintenance/licence contracts.**

#### **18/15 COUNTER FRAUD PROGRESS REPORT AND ANNUAL REPORT**

The Committee considered the reports and it was agreed that the recommendations required adjusting to reflect that the reports were just for noting. **PR** advised given this was the annual report it would be re-presented to the Committee at the next meeting.

**PR** advised the Committee on progress with regard to recruitment of extra resources within the Counter Fraud department.

**DSc** expressed concern that some of the investigations were taking a great deal of time to be accomplished. This was acknowledged and would be addressed following the recruitment of additional resources.

**RESOLVED: That**

- (1) the progress report be noted; and**
- (2) the annual report be reviewed by the Director and Finance and ICT and be re-presented to the Committee at the next meeting.**