

**CONFIRMED MINUTES OF THE OPEN MEETING OF THE WELSH AMBULANCE
 SERVICES NHS TRUST BOARD, HELD on MONDAY 13 JUNE 2022
 MEETING HELD VIA TEAMS**

PRESENT:

Martin Woodford	Chair of the Board
Jason Killens	Chief Executive
Lee Brooks	Director of Operations
Professor Kevin Davies	Non Executive Director and Vice Chair
Bethan Evans	Non Executive Director
Jillian Gill	Financial Accountant
Dr Catherine Goodwin	Interim Director of Workforce & Organisational Development
Andy Haywood	Director of Digital Services
Wendy Herbert	Interim Executive Director of Quality and Nursing
Estelle Hitchon	Director of Partnerships and Engagement
Paul Hollard	Non Executive Director
Ceri Jackson	Non Executive Director
Dr Brendan Lloyd	Executive Medical Director
Osian Lloyd	Internal Audit, NHS Wales Shared Services Partnership
Rachel Marsh	Director of Strategy, Planning and Performance
Trish Mills	Board Secretary
Jeff Prescott	Corporate Governance Officer
Liz Rogers	Deputy Director of Workforce and OD
Hannah Rowan	Non Executive Director
Joga Singh	Non Executive Director
Andy Swinburn	Director of Paramedicine
Chris Turley	Executive Director of Finance and Corporate Resources
Damon Turner	Trade Union Partner
Martin Turner	Non Executive Director
Mike Whitely	Audit Wales

Apologies

Craig Brown	Trade Union Partner
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65/22 WELCOME AND APOLOGIES FOR ABSENCE

Welcome and apologies

The Chair welcomed all to the meeting noting apologies had been received from Craig Brown.

Declarations of interest

The declarations of interest in respect of Professor Kevin Davies, Independent Trustee of St John Cymru and Ceri Jackson, a Trustee of the Stroke Association were recorded.

RESOLVED: The apologies and declarations of interest as described above were formally recorded.

66/22 ANNUAL ACCOUNTS AND ANNUAL REPORT 2021-22

The Annual Accounts for 2021/22 were considered and reviewed by the Board; noting they had previously been presented and recommended for Board approval at the last Audit Committee meeting on 7 June 2022. Chris Turley gave a PowerPoint presentation and drew attention to the following areas:

1. The draft accounts had been submitted to Audit Wales and Welsh Government (WG) on 29 April 2022 in line with the agreed timetable. All of the Trust's statutory financial duties had been met. The Trust had a retained surplus of £0.260m which when adjusted to take into account a donated asset of £0.185m was £0.075m, for performance reporting purposes.
2. Following presentation of the Annual Accounts to Audit Committee, continuing audit work had resulted in a small number of further adjustments being required. These adjustments did not result in a change to the retained surplus position and did not affect the value of the net assets of the Trust. An opportunity was taken, with Audit Wales colleagues' support, to make some changes to Note 13 'Property, Plant and Equipment' and Note 17 'Intangible assets'.
3. Income for the year for Patient care activities was £262m, an increase of £29m from the previous year, with the vast majority coming from the Emergency Ambulance Services Committee (EASC) - £186m. Income from local Health Boards was £41m which was predominantly for Ambulance Care and 111. Other operating income was £15m which was an increase of £6m. The total increase in overall income from the previous year was £35m.
4. In terms of expenditure this consisted of pay costs £192m, and non pay and other costs of £84m.
5. Other key areas of note: As in previous years, there was an additional 6.3% employers pension cost which equated to £7.8m. There was also the impact of COVID-19, the funding and further comprehensive details of costs were contained within the accounts. There had been an impact of late indexation advice to Welsh Government from the District Valuer in respect of property which resulted in an 'unadjusted misstatement' and this was across all Welsh Health bodies. Furthermore, there was a small impact in relation to the Airwave contract extension end date which resulted in another 'unadjusted misstatement' of less than £0.2m, well below the Trust's materiality threshold and one which would not impact on 2021/22 values in any case..
6. In terms of the balance sheet, the Trust's fixed assets had a net book value of £96m, debtors had increased by £1m from the previous year, cash in bank was consistent with last year, creditors had increased by £7m and borrowings had decreased by £1m.

7. It was confirmed that Audit Wales had provided an unqualified audit opinion on this year's accounts and that they provided a true and fair view of the state of affairs of the Trust as at 31 March 2022 and of its surplus for the year then ended.

Comments

1. Martin Turner, Chair of the Audit Committee added that any issues which had arisen from the Audit Committee meeting had been resolved prior to the meeting today; this was a credit to the finance team. He added that the Audit Committee were content to recommend approval of the accounts to the Board.
2. Members queried whether there was a risk in the Non Emergency Patient Transfer Services commissioning process going via EASC, given the difficulties in the eligibility matrix for service users. It was noted that EASC had been the commissioner for NEPTS for a number of years now, it is the financial flows going forward that will also now align via EASC / WHSSC in the way that it does for EMS, and specifically from a financial perspective, Chris Turley saw this as a positive step as the finances would flow through one route as opposed to several Health Boards.

Annual Report

Trish Mills provided the Board with an outline of the Annual Report which comprised of the following elements:

1. Performance report; this sets out how the Trust had performed during the year and illustrates details of the response to pandemic and system pressures.
2. Accountability report; this provided details in terms of resources and risks were managed and controlled and how the Trust complies with governance arrangements. It also includes information on Remuneration and Staff (it was noted there had previously been an error in this report when presented to Audit Committee relating to the average number of days lost to sickness which has since been corrected), a statement of the Accountable Officer's responsibilities and a statement reflecting Directors' responsibilities in respect of the Accounts.
3. Financial Statements; these detail spending and how the Trust had met its obligations in this regard.
4. Annual Report Highlights; this report refines the information contained in the Annual Report and Accounts.
5. The Board were apprised of the process in terms of how the Annual Report was subjected to the appropriate governance.
6. In respect of the next steps, Chris Turley advised the Board that following review today, and the appending of the relevant signatures, the reports will be submitted to Audit Wales later today for onward transmission to WG by 15 June, culminating in the presentation at the Annual General Meeting on 14 July 2022.

Comments:

7. Martin Turner confirmed that the Annual Report was recommended for approval by the Audit Committee.
8. Estelle Hitchon explained that the highlight report was currently being reviewed by Audit Wales adding it was aimed more for public consumption.
9. The Head of Internal Audit gave a reasonable assurance rating for 2021/22 and fully supported all the elements within the report and were satisfied that the appropriate governance procedures were carried out.
10. Mike Whitely explained how Audit Wales had reviewed and sense checked the report; adding that all comments were responded to with alacrity.
11. Members welcomed the highlight report and suggested that the infographic table contained on page 8 could be less busy.
12. In terms of safeguarding, for next year's report it may be useful to contextualise the information.
13. Volunteers contribution; it was important to illustrate this in more detail in the report.
14. In terms of accessibility issues regarding the report (people with sight loss). Trish Mills advised that a task and finish group was being set up to address this.
15. The Board acknowledged and recorded a note of thanks to all those involved in producing and contributing to the reports.

RESOLVED: The

(1) Trust's Annual Report and Annual Accounts for 2021/22 were adopted and approved by the Trust Board; and

(2) Letter of Representation was accepted and approved

67/22 EXCLUSION OF THE PRESS AND MEMBERS OF THE PUBLIC – 13 June 2022

Members of the Press and Public were invited to leave the meeting because of the confidential nature of the business about to be transacted (pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960). It was also noted that the Board would resolve to meet in private on 13 June 2022.

RESOLVED: The Board would meet in private on 13 June 2022.

Date of next Open meeting: 28 July 2022