Date

Management Representation Letter with respect to the limited assurance engagement on North East Ambulance Service NHS Foundation Trust’s Quality Report for the year ended 31 March 2015

Dear Sirs,

This representation letter is provided in connection with your limited assurance engagement to report on the Quality Report of North East Ambulance Service NHS Foundation Trust ("the Foundation Trust") for the year ended 31 March 2015.

We are responsible for:

- The content and the preparation of the Quality Report being in accordance with annex 2 to Chapter 7 of the NHS Foundation Trust Annual Reporting Manual ("FT ARM") issued by the Independent Regulator of NHS Foundation Trusts ("Monitor") and Monitor’s "Detailed requirements for quality reports 2014/15";  
- The content and the preparation of the Quality Report being in accordance with the specified indicators criteria referred to in the Quality Report (the “Criteria”);  
- The conformity of the Criteria with the assessment criteria set out in the FT ARM and the “Detailed requirements for quality reports 2014/15” issued by Monitor; and 
- The statements in the Statement of Directors’ Responsibilities in respect of the content of the Quality Report and mandated indicators.

We understand that your limited assurance engagement on the Foundation Trust’s Quality Report was conducted in accordance with the International Standard on Assurance Engagements ISAE 3000 Assurance Engagements other than Audits or Reviews of Historical Financial Information. The engagement was designed for the purpose of expressing a limited assurance conclusion on the Quality Report for the year ended 31 March 2015 set out in the engagement letter dated 19 March 2015, and your tests of the records and other procedures were limited to those which you considered necessary for that purpose. We recognise that obtaining representations from us concerning information in this letter is a significant procedure in enabling you to form a conclusion on the Quality Report.
We confirm that the following representations are made on the basis of enquiries of management and staff of the Foundation Trust with relevant knowledge and experience and, where appropriate, of inspection of supporting documentation sufficient to satisfy ourselves that we can properly make each of the following representations to you.

We confirm, to the best of our knowledge and belief, and having made the appropriate enquiries, the following representations:

1. We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated 19 March 2015.

2. All relevant records have been made available to you for the purpose of your work on our Quality Report, and all the data has been properly reflected and recorded in these records. All other records and related information which might affect the completeness and accuracy of the Quality Report has been made available to you.

3. We have made all staff whose work impacts on the Quality Report available to you. We have responded fully to all enquiries made by you during your work on the Quality Report.

4. We acknowledge our responsibility for the application and interpretation of the criteria set out in Monitor’s “Detailed guidance for external assurance on Quality Reports” and confirm that these criteria together with our interpretations are suitable for the intended users purpose and will be made available to them in the Quality Report.

5. We have evaluated our performance against the specified performance indicators as defined by Monitor and the Department of Health and believe our reported performance to be complete and accurate.

6. We have established and maintained adequate internal controls to facilitate the complete and accurate preparation of the Quality Report so that it meets the requirements of the NHS FT ARM and Monitor’s “Detailed requirements for quality reports 2014/15” and we confirm that we have disclosed to you all significant deficiencies in the design or operation of internal control over the Quality Report subject matter information, particularly in respect of the mandated performance indicators.

7. There are no sources of the information to be included in the Quality Report that have not been properly determined, based on the NHS Foundation Trust’s underlying records, and included in the reported Quality Report.

8. We are not aware of any uncorrected differences that would materially impact the information on our performance against the mandated performance indicators.

9. Any estimates or significant assumptions used by us in producing the Quality Report are reasonable.

10. No matters have come to our attention subsequent to the 31 March 2015 up to the present time which would materially impact the quantities, qualitative statements or disclosures included in the Quality Report.

11. Other than matters already disclosed to you, we are not aware of:

- Allegations, either written or oral, of misstatements or other misapplication of reporting principles and/or deficiencies in internal control that could reasonably have a material effect on the Quality Report;
- Any false statements made affecting the Quality Report;
- Communications from regulatory agencies or other parties concerning non-compliance with, or deficiencies in, reporting practices or in the foundation trust’s performance that could reasonably be expected to have a material effect on the Quality Report;
• Non-compliance with, or deficiencies in, business management systems, local standards requirements and/or provisions of regulatory bodies that could reasonably have a material effect on the Quality Report; or
• Significant violations of laws and regulations, the effects of which could reasonably have a material effect on the Quality Report.

As minuted by the Board of Directors at its meeting on 28 May 2014

Signature   Signature

Ashley Winter   Yvonne Ormston
Chairman     Chief Executive

For and on behalf of North East Ambulance Service NHS Foundation Trust
Dated 28th May 2015

I confirm that this letter has been discussed and agreed by the Audit Committee on 20th May 2015.

Signed   Signature

Name   Douglas Taylor
Position   Audit Committee Chairman
Dated   20th May 2015