



**FLS AUDIT & RISK COMMITTEE MEETING (ARC)**  
**14:00pm – 16:30pm, 27<sup>th</sup> November 2024**  
**Apex 1, Edinburgh (Fleming Rm) and MS Teams**

**AGENDA**

<b>Agenda Items:</b>	<b>Lead:</b>	<b>Paper:</b>	<b>Timings:</b>
1. <b>Welcome &amp; Declarations of Conflicts of Interest</b>	LJ	Verbal	14:00 – 14:05
2. <b>Minutes and matters arising: 3 Sept 2024</b>	LJ	Verbal	14:05 – 14:10
• Action Points	LJ	Verbal	14:10 – 14:15
3. <b>Forward Planning</b>			
a) Annual Report and Accounts FY 24/25 - Discussion on format changes	IG/CB	ARC 13/24	14:15 – 14:35
4. <b>Risk</b>			
a) New/emerging business and potential risks	KQ	Verbal	14:35 – 14:45
b) FLS Risk Register and update	MH	ARC 14/24	14:45 – 14:55
5. <b>Break</b>			14:55 – 15:05
6. <b>Audit</b>			
a) External Audit - Update	AP/HMcK	Verbal	15:05 – 15:15
b) Internal Audit - Progress report FY 24/25	KM	ARC 15/24	15:15 – 15:25
c) Audit Recommendations and Actions – Progress Update	MH	ARC 16/24	15:25 – 15:45
7. <b>AOB</b>			
a) Discussion on Proposal for ARC Self-evaluation	LJ	Verbal	15:45 – 16:00
8. <b>Meeting Between Non-Executive Advisors and External / Internal Audit</b>		Verbal	16:00 – 16:30
9. <b>Close</b>			16:30

**Attendees:** Lyndon Jones (LJ), Chair, Non-Exec  
Mark Pountain (MP), Non-Exec  
Jo O'Hara (JO'H), Non-Exec  
Clea Warner (CW), Non-Exec  
Therese O'Donnell (TO'D), Non-Exec  
Kevin Quinlan (KQ), Chief Executive FLS  
Michael Hymers (MH), Director of Corporate Services FLS  
Donna Mortimer (DM), Chief Financial Officer FLS  
Colin Buchanan (CB), Deputy Head of Finance FLS  
Kim Stewart-Hobbs (KSH), Deputy Head of Management Accounts FLS  
Iain Gray (IG), Senior Financial Accountant FLS  
Kate Moffat (KM), Head of Internal Audit, SGIAD  
Alison Thomson (AT), Internal Audit, SGIAD  
Hannah McKellar (HMck), Grant Thornton UK LLP (External Audit)  
Angela Pieri (AP), Grant Thornton UK LLP (External Audit)  
Sophia Christopoulos (SC), Secretariat Assistant FLS (Minutes)

**Apologies:**

Rhondda Salmond (RS), Change Manager FLS

**Microsoft Teams meeting**

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