



FLS AUDIT & RISK COMMITTEE MEETING

11:00am – 13:30pm, 17 November 2020 (Skype)

AGENDA

Agenda Item:	Lead:	Paper:	Timings:
1. Welcome & Declarations of Conflicts of Interest	MP	Verbal	11:00 – 11:05
2. Minutes and matters arising: 28 Sept 2020	MP	Verbal	11:05 – 11:10
3. Risk			
a) New/emerging business and potential risks	SH	Verbal	11:10 – 11:30
b) Review of Risk Appetite Statement	MH/RS	ARC 07/20	11:30 – 11:40
c) FLS Risk Register and update	MH/RS	ARC 08/20	11:40 – 11:50
4. Information Assurance			
a) Information Assurance Update	GH	ARC 09/20	11:40 – 12:00
5. Governance			
a) Business Continuity Update	GH	ARC 10/20	11:50 – 12:10
6. Audit			
a) GDPR - Progress against audit recommendations	GH	ARC 11/20	12:10 – 12:20
b) GDPR - EU Exit: Data protection and mitigation plans for 'no adequacy'	GH	ARC 12/20	12:20 – 13:30
c) Internal Audit – Progress Report	KM	ARC 13/20	12:30 – 12:40
d) External Audit – Progress Report	MT	ARC 14/20	12:40 – 12:50
7. AOB			12:50 – 13:00
a) Annual Report and Accounts preparation	DM	Verbal	
8. Meeting Between Non-Executive Advisors and Audit Scotland / Internal Audit		Verbal	13:00 – 13:30
9. Close			13:30

Attendees: Mark Pountain (MP), Chair, Non-Exec
Pamela Zielinski (PZ), Non-Exec
Lisa Tennant (LT), Non-Exec
Simon Hodgson (SH), Chief Executive FLS
Graeme Hutton (GH), Director of Business Services FLS
Michael Hymers (MH), Director of Corporate Services FLS
Donna Mortimer (DM), Head of Finance & Procurement FLS
Rhondda Salmond (RS), Change Manager FLS
Helen Russell (HR), Audit Scotland
Emma Keggans (EK), Audit Scotland
Kate Moffat (KM), Head of Internal Audit, SGIAD
Amy Grant (AG), Internal Audit, SGIAD
Paul Marshall (PM), Internal Audit, SGIAD
Eilidh Beaton (EB), Senior Finance Manager FLS (Minutes)
Lynne Smith, Head of Records and Data Protection FLS (Items 4 and 6a/b)
Dave Exeter, Head of Digital Services FLS (Items 5 and 6b)

Apologies: Mark Taylor (MT) Audit Scotland