



FLS AUDIT & RISK COMMITTEE MEETING (ARC)
13:00pm –16:00pm, 24 March 2022
Silvan House and MS Teams

AGENDA

Agenda Items:	Lead:	Paper:	Timings:
1. Welcome & Declarations of Conflicts of Interest	MP	Verbal	13:00 – 13:05
2. Minutes and matters arising: 23 November 2021	MP	Verbal	13:05 – 13:10
• Action Points	MP	Verbal	13:10 – 13:15
3. Audit and Risk Committee – Annual Chair Report	MP	ARC 14/21	13:15 – 13:25
4. Risk			
a) New/emerging business and potential risks	SH	Verbal	13:25 – 13:40
b) FLS Risk Register and update	MH/RS	ARC 15/21	13:40 – 13:50
5. Break			13:50 – 14:00
6. Audit			
a) Internal Audit - Progress report	KM	ARC 16/21	13:40 – 13:55
b) Internal Audit – 2022/23 Audit Plan	KM	ARC 17/21	13:55 – 14:15
c) External Audit – Annual Audit Plan 2021/22	MT/SHa	ARC 18/21	14:15 – 14:30
d) Audit Recommendations and Actions – Progress Update	RS	ARC 19/21	14:30 – 14:45
7. 2021/22 Annual Report and Accounts			
a) Preparations and update	MF	ARC 20/21	14:45 – 15:05
8. AOB	MP	Verbal	15:05 – 15:10
9. Break			15:10 – 15:20
10. Meeting Between Non-Executive Advisors and Audit Scotland / Internal Audit		Verbal	15:20 – 16:00
11. Close			16:00

Attendees: Mark Pountain (MP), Chair, Non-Exec
Pamela Zielinski (PZ), Non-Exec
Lisa Tennant (LT), Non-Exec
Simon Hodgson (SHo), Chief Executive FLS

Michael Hymers (MH), Director of Corporate Services FLS
Mary Fitzgerald, Deputy Head of Finance FLS
Rhondda Salmond (RS), Change Manager FLS
Mark Taylor (MT), Audit Scotland
Stephanie Harold (SHa), Audit Scotland
Emma Keggans (EK), Audit Scotland
Kate Moffat (KM), Head of Internal Audit, SGIAD
Amy Grant (AG), Internal Audit, SGIAD
Alison Thomson (AT), Internal Audit, SGIAD
Celyn Paton, Admin Officer FLS (Minutes)

Apologies: Donna Mortimer, Head of Finance and Procurement (FLS)