



**FLS AUDIT & RISK COMMITTEE MEETING (ARC)**  
**11:00am to 13:30pm , 10 June 2024**  
**Apex 1 (Fleming Room) 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>	MP	Verbal	11:00 – 11:05
2.	<b>Minutes and matters arising: 11 March 2024</b> • Action Points	MP	Verbal	11:05 – 11:10
3.	<b>2023/24 Annual Report and Accounts</b> a) FLS progress update including: • Draft version <i>for ARC members to comment.</i> • Valuations Update <i>for information.</i> • Reserve position <i>for information.</i>	JS/IG	ARC 2/24	11:10 – 12:10
4.	<b>External Audit</b> a) Grant Thornton Audit Plan and matters arising	AP/HMcK	Verbal	12:10 – 12:20
5.	<b>Break</b>			12:20 – 12:25
6.	<b>Internal Audit</b> a) Internal Audit – Annual Assurance 2023/24 b) Internal Audit – Progress Report c) Audit Recommendations and Actions – Progress Update	KM/AT KM/AT RS	ARC 4/24 ARC 5/24 ARC 6/24	12:25 – 12:50
7.	<b>Risk</b> a) FLS Risk Update	MH/RS	ARC 7/24	12:50 – 13:00
8.	<b>Annual Chair Report</b>	MP	ARC 1/24	13:00 – 13:10
9.	<b>AOB</b> <b>Fraud</b> a) Fraud Investigation Updates	MH	Verbal	13:10 – 13:15
10.	<b>Meeting Between Non-Executive Advisors and External / Internal Audit</b>		Verbal	13:15 – 13:30
11.	<b>Close</b>			13:30

**Attendees:** Mark Pountain (MP), Chair, Non-Exec  
Jo O'Hara (JO'H), Non-Exec  
Clea Warner (CW), Non-Exec  
Therese O'Donnell (TO'D), Non-Exec  
Lyndon Jones (LJ) Non-Exec  
Kevin Quinlan (KQ), Chief Executive FLS  
Michael Hymers (MH), Director of Corporate Services FLS  
Jennie Smith (JS), Deputy Head of Finance FLS  
Iain Gray, Senior Financial Accountant FLS  
Rhonda Salmond (RS), Change Manager 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:** Donna Mortimer (DM), Chief Financial Officer FLS

**Microsoft Teams meeting**

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