



FLS AUDIT & RISK COMMITTEE MEETING (ARC)

10:30am – 13:00pm, 5 July 2022

Great Glen House (Caerlaverock Rm), Silvan House (4th Flr Project Rm) and MS Teams

AGENDA

| Agenda Items: | Lead: | Paper: | Timings: |
|--|--------|-----------|---------------|
| 1. Welcome & Declarations of Conflicts of Interest | MP | Verbal | 10:30 – 10:35 |
| 2. Minutes and matters arising: 24 March 2022 | MP | Verbal | 10:35 – 10:40 |
| • Action Points | MP | Verbal | 10:40 – 10:45 |
| 3. Risk | | | |
| a) New/emerging business and potential risks | SH | Verbal | 10:45 – 10:55 |
| b) Deep Dive: Recruitment and Retention (FLS 19) | MH | ARC 01/22 | 10:55 – 11:15 |
| c) FLS Risk Register and update | MH/RS | ARC 02/22 | 11:15 – 11:25 |
| 4. Break | | | 11:25 – 11:40 |
| 5. Audit | | | |
| a) Internal Audit - Progress report | KM | ARC 03/22 | 11:40 – 11:50 |
| b) Internal Audit - Portfolio, Programme and Project Assurance | CO | Verbal | 11:50 – 12:00 |
| c) External Audit – Management Report | SHa/GM | ARC 04/22 | 12:00 – 12:10 |
| d) Audit Recommendations and Actions – Progress Update | RS | ARC 05/22 | 12:10 – 12:15 |
| 6. 2021/22 Annual Report and Accounts | | | |
| a) Preparations and update | TG | Verbal | 12:15 – 12:25 |
| 7. AOB | MP | Verbal | 12:25 – 12:35 |
| • Governance Arrangements | | | |
| 8. Break | | | 12:35 – 12:40 |
| 9. Meeting Between Non-Executive Advisors and Audit Scotland / Internal Audit | | Verbal | 12:40 – 13:00 |
| 10. Close | | | 13:00 |

Attendees: Mark Pountain (MP), Chair, Non-Exec
Lisa Tennant (LT), Non-Exec
Simon Hodgson (SHo), Chief Executive FLS
Michael Hymers (MH), Director of Corporate Services FLS
Tom Greenan (TG), Head of Finance (FLS)
Jennie Smith (JS), Deputy Head of Finance FLS
Rhondda Salmond (RS), Change Manager FLS
Stephanie Harold (SHa), Audit Scotland
Gillian McCreadie (GM), Audit Scotland
Alison Thomson (AT), Internal Audit, SGIAD
Celyn Paton, Admin Officer FLS (Minutes)

Others: Callum Orr (CO), Portfolio, Programme and Project Assurance, SGIAD

Apologies: Donna Mortimer, Head of Finance and Procurement (FLS)
Mark Taylor (MT), Audit Scotland
Kate Moffat (KM), Head of Internal Audit, SGIAD
Amy Grant (AG), Internal Audit, SGIAD