



## FLS AUDIT & RISK COMMITTEE MEETING

11:00am – 14:30pm, 23 March 2021

### MS Teams

<b>Agenda Items:</b>	<b>Lead:</b>	<b>Paper:</b>	<b>Timing:</b>
1. <b>Welcome &amp; Declarations of Conflicts of Interest</b>	MP	Verbal	11:00 – 11:05
2. <b>Minutes and matters arising: 17 November 2020</b>	MP	Verbal	11:05 – 11:10
3. <b>Risk</b>			
a) New/emerging business and potential risks	SHo	Verbal	11:10 – 11:40
b) FLS Risk Register and update	MH/RS	ARC15/20	11:40 – 12:00
4. <b>Information Assurance Update</b>	MH	Verbal	12:00 – 12:10
5. <b>Tea / Coffee Break</b>			12:10 – 12:30
6. <b>Audit</b>			
a) Internal Audit - Progress report	KM	ARC16/20	12:30 – 12:40
b) Internal Audit – 2021/22 Work Programme	KM	ARC17/20	12:40 – 12:50
c) Health & Safety Audit – Progress Report	JL	ARC18/20	12:50 – 13:20
d) External Audit – Progress report	MT/SHa	ARC19/20	13:20 – 13:30
e) External Audit – Annual Audit Plan 2020/21	MT/SHa	ARC20/20	13:30 – 13:40
7. <b>2020/21 Annual Report and Accounts</b>			
a) Preparations and update	DM	ARC21/20	13:40 – 14:00
8. <b>AOB</b>	MP	Verbal	14:00 – 14:05
9. <b>Meeting Between Non-Executive Advisors and Audit Scotland / Internal Audit</b>		Verbal	14:05 – 14:30
10. <b>Close</b>			14:30

### AGENDA

**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  
Donna Mortimer (DM), Head of Finance & Procurement FLS  
Rhondda Salmond (RS), Change Manager FLS  
Jason Liggins (JL), Head of Health, Safety and Wellbeing FLS  
Mark Taylor (MT) Audit Scotland  
Stephanie Harold (SHa), 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)

**Apologies:** Emma Keggans (EK), Audit Scotland