



**FLS AUDIT & RISK COMMITTEE MEETING (ARC)**  
**10:30am to 13:00pm, 5 March 2025**  
**Apex 1 (Boardroom) 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>	LJ	Verbal	10:30 – 10:35
2. <b>Minutes and matters arising: 27 Nov 2024</b>	LJ	Verbal	10:35 – 10:40
• Action Points			
3. <b>Audit</b>			10:40 – 11:10
a) Internal Audit - Progress report	KM/AT	ARC 17/24	
b) Internal Audit – 2025/26 Audit Plan	KM/AT	ARC 18/24	
c) Audit Recommendations and Actions – Progress Update	RS/MH	ARC 19/24	
4. <b>Risk</b>			11:10 – 11:35
a) New/emerging business and potential risks	KQ	Verbal	
b) FLS Risk Update, including:	RS/MH	ARC 20/24	
o Draft risk appetite statement			
o Deep Dive			
5. <b>Break</b>			11:35 – 11:45
6. <b>2024/25 Annual Report and Accounts</b>			11:45 – 12:15
a) Annual Audit Plan 2024/25 and progress update	AP/HMcK	ARC 21/24	
b) FLS Preparations and update	TG/CB	Verbal	
7. <b>ARC Self-Assessment</b>	LJ	Verbal	12:15 – 12:25
8. <b>AOB</b>	LJ	Verbal	12:25 – 12:30
• Potential Data Breach	TG		
9. <b>Meeting Between Non-Executive Advisors and External / Internal Audit</b>	LJ	Verbal	12:30 – 13:00
10. <b>Close</b>			13:00

**Attendees:** Lyndon Jones (LJ), Chair, Non-Exec  
Jo O'Hara (JO'H), Non-Exec  
Clea Warner (CW), Non-Exec  
Therese O'Donnell (TO'D), Non-Exec  
Kevin Quinlan (KQ) Chief Executive FLS  
Tom Greenan (TG), Director of Corporate Services & Transformation FLS  
Colin Buchanan (CB), Senior Finance Manager FLS  
Michael Hymers (MH), Head of Corporate Office FLS  
Rhondra 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)  
Aileen Wallace (AW), FLS (Minutes)

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