

# Minute

## QAS Committee meeting

Thursday 29 May 2025

<b>Attending:</b>	Nick Ong-Seng (Chair), Georgie Barnard, John Herbert, Kathryn Wilson
<b>Executive Staff:</b>	Darren Kerr, Emma Dalziel
<b>Apologies:</b>	Maura Feddersen, Nikhil Dodhia, Kevin Cunningham
<b>Online or in person</b>	Online

Item	Title	Action
<b>1.</b>	<b>Welcome, Apologies &amp; Conflicts</b>	
1.1	<u>Welcome and Apologies</u>  The Chair welcomed Committee members to the meeting and acknowledged apologies from Maura, Kevin and Nikhil	
1.2	<u>To declare any conflicts of interest</u>  Kathryn Wilson declared a conflict of interest relating to item 7.1 and confirmed she would withdraw from the meeting for that agenda item.	
<b>2.</b>	<b>Approve Meeting Minutes</b>	
2.1	<u>Approve minute from 10 April 2025</u>  The Committee confirmed that no amendments were required.  The minute was approved as presented.	
<b>3</b>	<b>Committee Action List</b>	
3.1	To review live action list  <b>427-</b> [REDACTED] Action to remain open.  <b>429- Update to the QAS handbook</b> - This action remains open pending approval from Regulatory Board.  <b>445-</b> [REDACTED] This action is now closed with future monitoring advised.  <b>442- Committee Action Plan</b> - This action has been addressed and is now closed.	

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	443- [REDACTED] This action is to remain open.	
4	<b>Executive Update &amp; Action Plan</b>	
4.1	<p><u>To discuss Executive update</u></p> <p><b>QAS CPD Scheme</b></p> <p>[REDACTED] met the Executive to discuss the QAS. Following discussions the organisation expressed an interest in joining the QAS CPD scheme after becoming aware of its benefits.</p> <p><b>Application Pipeline</b></p> <p>[REDACTED]</p> <p><b>QAS PC Scheme</b></p> <p>[REDACTED]</p> <p><b>Committee Vacancy</b></p> <p>The Committee Actuary member vacancy remains open with no current applications. This will be included in the next SQAR update.</p> <p><b>Action</b></p>	Executive
4.2	<p><b>Committee Action Plan</b></p> <p>The Executive provided an update to the Committee on the Committee action plan during Q2 of 2025.</p> <p><b>QAS Badge</b></p> <p>[REDACTED]</p> <p><b>ICAEW Assessment Visits</b></p> <p>As part of the QAS continuous monitoring and informing of assessments, the Executive staff are scheduled to observe two upcoming re-accreditation visits.</p> <p><b>Annual Return Form</b></p>	

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	<p>The Executive advised the Committee that the updated Annual Return form has improved the analysis process, and the quality of annual returns has improved. Positive feedback from organisations has been received.</p> <p><b>QAS Benefits</b></p> <p>[REDACTED]</p>	
<b>5</b>	<b>Application for re-accreditation</b>	
<b>5.1</b>	<p><b>[REDACTED] Re-accreditation Application</b></p> <p>The Committee reviewed the re-accreditation form and agreed that while the information was concise, the necessary information had been included.</p> <p>[REDACTED]</p> <p>The Committee conditionally approved the re-accreditation subject to a satisfactory assessment report from the ICAEW.</p> <p>[REDACTED]</p>	
<b>5.2</b>	<p><b>[REDACTED] Re-accreditation Application</b></p> <p>The Committee reviewed the application and noted that organisation provided detailed information in its application form, including examples, incidents and statistics.</p> <p>[REDACTED]</p> <p>The Committee conditionally approved the re-accreditation subject to a satisfactory assessment report from the ICAEW.</p> <p>[REDACTED]</p>	
<b>5.3</b>	<p><b>[REDACTED] Re-accreditation Application</b></p> <p>The Committee reviewed the application and noted the organisation provided detailed information on each QAS outcome with a number of clear policies and strong initiatives.</p>	

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	<p>The Committee conditionally approved the re-accreditation subject to a satisfactory assessment report from the ICAEW.</p> <p>[REDACTED]</p>	
6	<b>Annual Returns</b>	
6.1	<p><b>[REDACTED] Annual Return</b></p> <p>The Committee reviewed and approved the annual return.</p> <p>The annual return was concise in information however the information provided demonstrated that the firm continues to meet the QAS outcomes. Updates were provided in relation to how the organisation continued to review its policies against the QAS outcomes, making updates when necessary.</p> <p>The Committee agreed to close SBPR 4.2. SBPRs 4.1 and 4.3 remain open and are to be addressed in the next annual return.</p> <p><b>Action</b></p> <p>[REDACTED]</p>	Executive
6.2	<p><b>[REDACTED] Annual Return</b></p> <p>The Committee reviewed and approved the annual return.</p> <p>The Committee agreed to close SBPRs 4.1 and 4.2. SBPR 4.3 still to be addressed by the organisation and will remain open. <b>Action</b></p> <p>[REDACTED]</p>	Executive
6.3	<p><b>[REDACTED] Annual Return</b></p> <p>The Committee reviewed and approved the annual return.</p> <p>[REDACTED]</p> <p>All SBPRs were closed. <b>Action</b></p> <p>[REDACTED]</p>	Executive
6.4	<p><b>[REDACTED] Annual Return</b></p> <p>The Committee reviewed and approved the annual return.</p>	

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	<p>The Committee was impressed with the annual return. The Committee agreed that the return contained detailed information and several updates demonstrating the organisation continuing to meet the QAS outcome to high standard</p> <p>The Chair noted how the organisation's feedback relating to the recommendations was informative and constructive.</p> <p>The Committee agreed that SBPRs 4.1 &amp; 4.2 can be closed however BPR1 will remain open until more information is provided by the organisation. <b>Action</b></p> <p>[REDACTED]</p>	Executive
	Kathryn Wilson left the meeting 11:06	
7	<b>Change of SQAR</b>	
7.1	<p>[REDACTED] Change of SQAR</p> <p>Due to the conflict of interest, the Committee did not meet its quorum to make a decision on the SQAR application. Committee members will be asked via email to note their decision, ensuring the quorum is met.</p>	
	Kathryn Wilson re-joined the meeting 11:09	
8	<b>New QAS Badge</b>	
8.1	[REDACTED]	
	<b>AOB</b>	
9.1	No AOB raised.	