



QAS Committee meeting

4 September 2024

Attending:	Victor Olowe (Chair), Helen Brown, Alison Carr, Kathryn Wilson
Executive Staff:	Darren Kerr
Apologies:	John Herbert, Emma Dalziel
Online or in person	Online

Item	Title	Action
1.	Welcome, apologies and conflicts.	
1.1	<p>The Committee Chair welcomed the Committee members and Executive team. No conflicts of interest were declared.</p> <p>The Chair advised that Sophie Dignan had recently resigned from the QAS Committee. On behalf of the Committee the Chair thanked Sophie for her invaluable contribution and sent their best wishes for the future.</p>	
2.	Review of previous minute	
2.1	<p>The Committee reviewed the minute from the previous meeting held on 17 July 2024. After some minor amendments, the Committee approved the minute. Action</p>	Executive
3.	Action List & Committee Priorities	
3.1	<p>The Committee reviewed the Action List and agreed that four open actions have been complete. Actions 423, 434 and 436 can now be closed and removed from the live actions. Action</p> <p>The Committee reviewed the update to the reaccreditation form and agreed a change to the wording which should be added to the form to give clarity on what information is expected. This is to be reviewed in 6 months to a year once the newly appointed Committee members are in place. Action</p>	Executive Executive
3.2	<p>The Committee discussed and noted the current position in relation to the Committee's Priorities including the rationale for the limited progress to date.</p> <p>Due to Sophie's resignation from the Committee, Helen Brown agreed to lead on the Sustainability priority, which was previously assigned to Sophie.</p>	



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	<p>The Committee agreed that the priorities will be reviewed once the new Committee members are in place. Action</p>	Executive
4.	Executive Update	
4.1	<p>The Executive advised that following Sophie Dignan's resignation, recruitment for a new actuary member will start at the beginning of 2025 once the new QAS Chair is in place.</p> <p>The Executive also advised that the recruitment of new members is currently complete. Two lay members, one actuary volunteer member and a new lay Chair are all set to join the Committee in November and December respectively. An additional lay member has been appointed and is set to join the Committee in March when the tenure of two current lay members comes to an end. The Chair asked the Executive to email the Committee providing information on the newly appointed members. Action.</p>	Executive
4.2	<p>The Executive gave an update on the QAS PC Scheme consultation which ended on 30 August. [REDACTED]</p> <p>The Committee noted that proposals informed by the consultation would be presented to the Regulatory Board in due course for consideration and to determine next steps.</p> <p>[REDACTED]</p>	
5	Annual Returns	
5.1	<p>[REDACTED] Annual Return</p> <p>The Committee agreed that the Annual return was a great example of the type of information it is seeking to see, and that the organisation had</p>	



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	<p>provided excellent examples and relevant updates on the significant events over the reporting period.</p> <p>The Committee was very impressed with how the organisation encourages new joiners to feed into the review process to make sure that any best practice knowledge is utilised in helping the organisation move forward.</p> <p>The Executive is to provide positive feedback to the organisation. Action</p> <p>[REDACTED]</p>	<p>Executive</p>
5.2	<p>[REDACTED] <u>Annual Return</u></p> <p>The Committee reviewed and noted the annual return. The Committee was satisfied with the annual return noting that the organisation has robust policies and procedures in place covering the QAS outcomes.</p> <p>The Executive is to feedback to the organisation that the Committee was particularly impressed with the firm's commitment to sustainability</p> <p>[REDACTED]</p> <p>The Committee would like the Executive to feed back to the organisation that it would like to see more examples of the smaller changes/ reviews the organisation have made throughout the year that relate to the QAS outcomes.</p> <p>The Committee would also like to see more information on how SQARs work together to evidence how the QAS is embedded in the organisation.</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
6	<p>Annual Return Quality Assurance Review</p>	
6.1	<p>[REDACTED] <u>Annual Return</u></p> <p>The Committee were content with the Annual Return and the analysis of the Executive.</p> <p>[REDACTED]</p>	
6.2	<p>[REDACTED] <u>Annual Return</u></p> <p>The Committee were content with the Annual Return and the analysis of the Executive.</p>	



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	[REDACTED]	
7	Interim Visits	
7.1	[REDACTED] Interim Report The Committee reviewed and noted the Interim Report which also included information relating to the organisations application to extend their accreditation [REDACTED] After reviewing the ICAEW's interim report the Committee approved the extension.	
8	Re-accreditation Application and Report	
8.1	[REDACTED] re-accreditation application and report The Committee reviewed and noted the organisations application for re-accreditation including the ICAEW's assessment report. The Committee were satisfied with the information and approved the re-accreditation.	
9	AOB	
9.1	The date of the next Committee meeting has been changed to a virtual meeting on 3 December.	
9.2	The Executive will arrange a doodle poll to organise a date to meet to discuss the QAS PC scheme consultation and draft Annual Report.	
	Action	Executive