



QAS Committee follow up meeting

18 January 2023, 10.00-11:30

Attending:	Alison Carr (actuary), Alison Carr (lay), Helen Brown, Scott Cameron, Sophie Dignan, Victor Olowe (Chair)
Executive Staff:	Katie Wood, Donna Krendler
Apologies:	Tze Leong Chan
Dial in details:	Teams invite

Item	Title	Action
1.	Welcome, apologies and conflicts The Chair welcomed the committee members and the new Regulatory Employer Coordinator to the meeting. The Committee members introduced themselves.	
1.1	To declare any conflicts of interest [REDACTED] declared a potential interest in item 2.1. The details of this were considered by the Committee, who agreed that there was no conflict. No other conflicts of interest were declared.	
2.	Re-accreditations	
2.1	First review of [REDACTED] Re-accreditation application The Committee discussed the re-accreditation report and noted that it recommended that re-accreditation is granted with the identification of one BPR relating to Cold File Reviews, which remains open. The Committee was of the view that the firm should be encouraged to implement this recommendation in early course. Action The Committee discussed the application and noted the information provided by the firm. The Committee agreed that this was an excellent form and a very reflective submission containing strong examples throughout. The Committee was encouraged to note that the firm has already commenced work on the recommendations made in the Specialist Review. The organisation's re- accreditation was approved [REDACTED]	Executive
2.2	First review of [REDACTED] Re-accreditation form	



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	See 2.1 above.	
	<p>2.3 First review of [REDACTED] Re-accreditation report</p> <p>It was noted that the organisation's re-accreditation form had been reviewed at a previous meeting, the Executive provided a summary of that discussion as a reminder and the minute of the meeting was provided to the Committee in the meeting pack.</p> <p>The Committee discussed the report and noted that it recommended that re-accreditation is granted with the identification of one BPR relating to the keeping of minutes of SQAR meetings, which should be closed.</p> <p>The organisation's re-accreditation was approved [REDACTED]</p>	
3.	OAS Committee self-assessment	
	<p>3.1 Review of self-assessment responses and agreement of action plan</p> <p>The Committee discussed the report of its self-assessment and noted overall that it is effective in meeting the key responsibilities in its terms of reference. The Committee reiterated its commitment to continuous improvement and agreed the following actions:</p> <ul style="list-style-type: none">• Terms of reference and governance manual will be reviewed annually, as part of the rolling work programme• A systematic approach to the review of the governance manual will be adopted with the Executive taking responsibility for identifying matters to raise with the Committee, with support from [REDACTED]• There will be an annual reminder of the Conflicts of Interest Policy• A work plan will be produced, setting out the Committee's planned activities on a rolling basis, which was previously agreed in a recent meeting• The Executive will provide details of previous policy decisions, where applicable and in particular relating to decisions about the appointment of SQARs• When new members join the Committee, a summary of their induction process will be given and this should include the ability to observe a meeting before formally taking part, a call with an existing committee member and a check-in with the Chair after 6 months	



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	<ul style="list-style-type: none"> • In future, feedback will be sought from key stakeholders such as Regulatory Board, and senior members of the Executive Team as well as SQARs (as part of ongoing SQAR surveys) • At the next recruitment point, consideration will be given to appointing a Committee member with international experience • If possible, the Committee's annual report to the Regulatory Board will be reviewed by the whole committee before it is submitted • ICAEW to be invited to the Committee meeting during which its Annual Report is discussed <p>Action</p>	Executive
4.	AOB	
	<p>4.1 AOB</p> <p>[REDACTED]</p>	