

## **Report to Council on Material Decisions of Audit & Risk Committee**

**From:** Ms. Geraldine Campbell, Chair.

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The Audit & Risk Committee met on-line on Wednesday, 20<sup>th</sup> of September 2023. The agenda items below reflect the material decisions made by the Committee. The agenda from the Committee meeting can be found in Appendix 1.

### **Agenda Item 4 - Approval of Minutes**

The Committee approved the minutes of its meeting held on 7th of June 2023.

### **Agenda Item 5 - Request for Approval of the Internal Auditor's Report on the PSI's Online Registration Processes**

The Committee met with the Internal Auditor in the closed session of the meeting, following which the Internal Auditor's Report on the PSI's Online Registration Processes was presented in open session by Mr. Tony Cooney of Crowley's DFK.

The Committee was informed by the Internal Auditor that three low level findings had been made and that significant assurance could be placed on the adequacy and operating effectiveness on the systems, procedures and controls in place to manage the PSI's online registration.

The three findings related to the reconciliation of registration fees, the timeline for the application of late fees for retail pharmacy businesses and the online registration system user access reviews. The Committee was satisfied with managements response to the findings and approved the Internal Auditors' Report.

### **Agenda Item 6 - Request for Approval of an Amendment to the Internal Audit Plan 2023-2024.**

The Committee was asked to approve the following amendments to the Internal Audit Plan 2023-2024, which had previously been approved by the Committee at its meeting in March 2023:

1. That the cyber security audit, previously scheduled to take place in Q1 2024 now commence in Q4 2023.

2. That the audit of internal controls commence in Q4 2023 and be considered by the Committee in Q1 2024.

The Committee agreed to the proposed changes.

#### **Agenda Item 7 - Request for Approval of the Updated PSI Risk Management Framework**

The Committee discussed the changes proposed to the Risk Management Framework, some of which had been recommended by the Committee at previous meetings. The Committee agreed to recommend to Council, for approval, the updated Risk Management Framework, subject to a number of editorial changes requested by the Committee.

#### **Agenda Item 8 - Request for Approval of the Updated PSI Corporate Governance Framework**

The Committee acknowledged the comprehensiveness of the Corporate Governance Framework and discussed the proposed changes. The Committee agreed to recommend to Council, for approval, the updated Corporate Governance Framework, subject to a number of editorial changes requested by the Committee.

#### **Agenda Item 10 - Request for Approval of the Updated PSI Gifts and Hospitality Policy**

The Committee agreed to recommend to Council, for approval, the updated Gifts and Hospitality Policy.

## Appendix 1

**Agenda**  
**PSI Audit & Risk Committee**  
**Wednesday, 20<sup>th</sup> September 2023, 13:30**  
**Location: Online**

Colour code: **Red**—for decision; **Green**—for discussion; **Blue**—for information

13:30		Private Committee Time (to include meeting with the Internal Auditor, Crowley's DFK).	Chair
13:45		Apologies	Chair
13:46		Declaration of Interests (See Appendix A)	Chair
13:47		Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 7 <sup>th</sup> June 2023	Chair
13:50	1.	Request for Approval of the Internal Auditor's Report on the PSI's Online Registration Processes	Tony Cooney, (Crowley's DFK)
14:00	2.	Request for Approval of an Amendment to the Internal Audit Plan 2023-2024	Head of Governance & Programme Delivery
14:05	3.	Request for Approval of the Updated PSI Risk Management Framework	Head of Governance & Programme Delivery
14:15	4.	Request for Approval of the Updated PSI Corporate Governance Framework	Head of Governance & Programme Delivery
14:30	5.	Request for Approval of the Updated PSI Gifts and Hospitality Policy	Head of Governance & Programme Delivery
14:40	6.	Update on the Implementation of Internal Audit Recommendations	Head of Governance & Programme Delivery
14:50	7.	(a) Review of the Corporate Risk Register  (b) Review of the Community Pharmacy Assurance Risk Register	Head of Governance & Programme Delivery  Head of Community Pharmacy Assurance
15:05	8.	Q2 Financial Management Accounts to 30 June 2023, including financial forecast to year-end	Registrar and Finance and Business Support Officer
15:15	9.	Report on the management of any major incidents, near misses, and lessons learned, and acted upon	Internal Health and Safety Appointee

15:20	10.	Report on the management of any data breaches	Head of Governance & Programme Delivery
15:25	11.	Report on the management of freedom of information requests received	Head of Governance & Programme Delivery
15:30	12.	Any Other Business	

The meeting should adjourn at approximately 15:30pm

The next meeting is scheduled for Wednesday, 29<sup>th</sup> November 2023.

Ms. Geraldine Campbell, Chair, PSI Audit & Risk Committee.