

Agenda

PSI Audit & Risk Committee
Wednesday, 20th September 2023, 13:30
Location: Online

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

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| 13:30 | 1. | Private Committee Time (to include meeting with the Internal Auditor, Crowley's DFK). | Chair |
| 13:45 | 2. | Apologies | Chair |
| 13:46 | 3. | Declaration of Interests (See Appendix A) | Chair |
| 13:47 | 4. | Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 7 th June 2023 | Chair |
| 13:50 | 5. | Request for Approval of the Internal Auditor's Report on the PSI's Online Registration Processes | Tony Cooney, (Crowley's DFK) |
| 14:00 | 6. | Request for Approval of an Amendment to the Internal Audit Plan 2023-2024 | Head of Governance & Programme Delivery |
| 14:05 | 7. | Request for Approval of the Updated PSI Risk Management Framework | Head of Governance & Programme Delivery |
| 14:15 | 8. | Request for Approval of the Updated PSI Corporate Governance Framework | Head of Governance & Programme Delivery |
| 14:30 | 9. | Request for Approval of the Updated PSI Gifts and Hospitality Policy | Head of Governance & Programme Delivery |
| 14:40 | 10. | Update on the Implementation of Internal Audit Recommendations | Head of Governance & Programme Delivery |
| 14:50 | 11. | (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 | 12. | Q2 Financial Management Accounts to 30 June 2023, including financial forecast to year-end | Registrar and Finance and Business Support Officer |
| 15:15 | 13. | Report on the management of any major incidents, near misses, and lessons learned, and acted upon | Internal Health and Safety Appointee |

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| 15:20 | 14. | Report on the management of any data breaches | Head of Governance & Programme Delivery |
| 15:25 | 15. | Report on the management of freedom of information requests received | Head of Governance & Programme Delivery |
| 15:30 | 16. | Any Other Business | |

The meeting should adjourn at approximately 15:30pm

The next meeting is scheduled for Wednesday, 29th November 2023.

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

APPENDIX A

Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

(a) an arrangement to which the Council is a party or a proposed such arrangement, or

(b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

(a) shall at the meeting, disclose that fact and the extent of the interest,

(b) may not influence or seek to influence a decision to be made in relation to the matter,

(c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,

(d) may not vote on a decision relating to the matter, and

(e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.