

Agenda

PSI Audit & Risk Committee
Wednesday, 29th November 2023, 13:30.

Location: On-line

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

<u>Indicative Time</u>		<u>Item Descriptor</u>	<u>Presenter</u>
13:30	1.	Closed Session of the Committee Time with Internal Auditor	Geraldine Campbell, Chair
13:45	2.	Apologies	Geraldine Campbell, Chair
13:46	3.	Declaration of Interests (See Appendix A)	Geraldine Campbell, Chair
13:47	4.	Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 20 th September 2023	Geraldine Campbell, Chair
13:50	5.	Request for Approval of the Internal Auditor's Gap Analysis of the PSI's Cyber Security	Tony Cooney, Internal Auditor, Crowleys DFK
14:05	6.	Request for Approval of Revised Updated; (a) Data Protection Policy (b) CCTV Policy	Cheryl Stokes, Data Protection Officer
14:15	7.	Update on Q3 Financial Management Accounts to 30 September 2023 including financial forecast to year-end	Eileen Troy Finance and Support Services Manager
14:25	8.	Update on Service Plan 2024 and Budget	Joanne Kissane Registrar, and Lorraine Horgan, Head of Corporate Services
14:35	9.	Update on the Implementation of Internal Audit Recommendations	Cheryl Stokes, Head of Governance and Programme Delivery
14:45	10.	Review of Risk Registers (a) Corporate Risk Register (b) Governance & Programme Delivery Risk Register	Cheryl Stokes, Head of Governance and Programme Delivery

15:00	11.	Annual Review of the Terms of Reference of the Audit and Risk Committee	Geraldine Campbell, Chair
15:10	12.	Update on the management of any health and safety related incidents, near misses, and lessons learned, and acted upon	Patience Tafuma, Internal Health and Safety Appointee
15:15	13.	Update on the management of any data breaches that have occurred since the last meeting of the Committee	Cheryl Stokes, Data Protection Officer
15:20	14.	Update on the management of freedom of information requests received	Cheryl Stokes Freedom of Information Officer
15:25	15.	Any Other Business – Closed Session of the Committee with the Registrar and Head of Corporate Services	Geraldine Campbell, Chair

The meeting should adjourn at approximately 15:30.

The next Committee meeting date is still to be confirmed.

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.