



Agenda

PSI Audit & Risk Committee
Wednesday, 13th March, 2024, 13:30

Location: In Person at PSI House

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

13:30	1.	Closed Session of the Committee, (to include the Internal Auditor, Crowley's DFK and/or the External Auditor, Crowe Ireland).	G. Campell
13:45	2.	Apologies	G. Campell
13:46	3.	Declaration of Interests (See Appendix A)	G. Campell
13:47	4.	Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 29 th November, 2023.	G. Campell
13:50	5.	Request for Approval of the Internal Auditor's High Level Review of the PSI's System of Internal Control.	Crowley's DFK
14:00	6.	Request for Approval of the 2023 Annual Financial Statements. (a) Financial Statements Year End 2023. (b) External Audit Management Letter (Crowe Ireland).	C. Stokes/E. Troy Crowe Ireland
14:15	7.	Request for Approval of the PSI 2023 Annual Report. (a) Statement of Internal Control. (b) Report of the Audit and Risk Committee. (c) Risk Report: Principal Risks and Uncertainties	Registrar G. Campell G. Campell
14:30	8.	Update on the Implementation of Internal Audit Recommendations.	A. Mellett
14:40	9.	(a) Review with the PSI Chief Risk Officer of the Corporate Risk Register. (b) Review of the Strategic Policy, Research & Communication Risk Register.	A. Mellett D. Burns

15:00	10.	Report from PSI Internal Health and Safety Appointee on the management of any major incidents, near misses, and lessons learned, and acted upon.	P. Tafuma
15:05	11.	Report from the PSI Data Protection Officer on the management of any data breaches.	A. Mellett
15:10	12.	Report from the PSI Freedom of Information Officer on the management of freedom of information requests received.	A. Mellett
15:15	13.	Any Other Business.	G. Campbell
15:16	14.	Closed Session of the Committee with the Head of Community Pharmacy Assurance	J. Bryan

The meeting should adjourn at approximately 16:00

The next meeting is scheduled for Wednesday, 29th May 2024.

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.