



Agenda

PSI Audit & Risk Committee
 Wednesday, 30th November, 2022, 14:30
 Location: PSI House

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

13h00		Preliminary Matter - Working Lunch with Committee and Executive
13h30		Regulatory Risk: Session on management of regulatory risk at PSI Presentations by members of the Executive on PSI's regulatory risk approach and highlighting two regulatory risks followed by Q&A session.
14:30	1.	Private Committee Time
14:45	2.	Apologies
14:46	3.	Declaration of Interests (See Appendix A) (Chair)
14:47	4.	Request for Approval of the Minutes of the Audit & Risk Committee Meeting held on September 21st, 2022 (Chair)
14:50	5.	Discussion on Internal Audit plan for 2023-2024 period (Chair) a. Committee discussion on Internal Audit Plan b. Discussion with PSI's internal auditors, Crowley DFK, on proposed Plan
15:35	6.	Request for Approval of Updated Protected Disclosure Policy, and Standard Operating Procedures (Dr. Lorraine Horgan, Interim Registrar)
15:50	7.	Update on the Implementation of Internal Audit Recommendations (Dr. Lorraine Horgan, Interim Registrar)
16:00	8.	Q3 Financial Management Accounts to 30 September 2022 including financial forecast to year-end (Ms. Malika Hammani, Business Support & Finance Manager)

16:10	9.	Reports on the Management of Major Incidents, Near Misses, and Lessons Learned, and Acted upon (Dr. Cheryl Stokes, Acting Internal Health and Safety Appointee)
16:15	10.	Review of Risk Registers a. Corporate Risk Register (Dr. Cheryl Stokes, Chief Risk Officer) b. Practitioner Assurance (Ms. Aoife Mellett, Head of Practitioner Assurance Business Area)
16:30	11.	PSI draft 2023 Service Plan and budget (Interim Registrar and Dr. Cheryl Stokes, Acting Head of Corporate Services)
16:40	12.	Request for approval of Audit and Risk Committee revised Terms of Reference for recommendation to Council
16:45	13.	Any Other Business

The meeting should adjourn at approximately 16:50.

The next meeting is scheduled for Wednesday, 8th March 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.