



Agenda

PSI Audit & Risk Committee
09:15am Tuesday, 18th of March 2025
Location: Online

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

09:15am	1.	Closed Session of the Committee with representatives from the external auditor PKF Brenson Lawlor	Chair
09.30am	2.	Apologies.	Chair
09.31am	3.	Declaration of Interests (See Appendix A).	Chair
09:32am	4.	Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 27 th November 2024.	Chair
09:33am	5.	Request for Approval of the PSI's 2024 year-end financial statements. (a) Financial Statements 2024. (b) External Audit Management Letter.	C. Stokes/E. Troy PKF Brenson Lawlor
09.50am	6.	Request for Approval of PSI Annual Report 2024 . (a) Statement of Internal Control. (b) Report of the Audit & Risk Committee. (c) Risk Report: Principal Risk and Uncertainties.	Registrar Chair Chair
10.10am	7.	Closed Session of the Committee with representatives from Crowleys DFK to discuss Report on the PSI's Systems and Procedures with regard to Equality, Diversity and Inclusion.	Crowley's DFK
10:20am	8.	Request for Approval of the Internal Auditor's Report on the PSI's Systems and Procedures with regard to Equality, Diversity and Inclusion.	Crowley's DFK

10:30am	9.	Request for Approval of Audit & Risk Committee Workplan 2025, incorporating the 2025 Internal Audit Plan.	Chair
10:40am	10.	Request for Recommendation to Council of Approval of updated policies: (a) PSI Corporate Governance Framework (b) PSI Risk Management Framework (c) Internal Protected Disclosure Policy (d) External Protected Disclosure Policy	D. Burns
10:50am	11.	Update on the Implementation of Internal Audit Recommendations.	D. Burns
11:00am	12.	(a) Review of the PSI Corporate Risk Register. (b) Review of the Governance & Programme Delivery Risk Register.	D. Burns D. Burns
11:20am	13.	Report from PSI Health and Safety Officer on the management of any major incidents, near misses, and lessons learned, and acted upon.	G. Egan
11:25am	14.	Report from the PSI Data Protection Officer on the management of any data breaches.	D. Burns
11:30am	15.	Self-evaluation of Audit and Risk Committee - Outputs of Self-Evaluation survey December 2024.	Chair
11:35am	16.	Report from the PSI Freedom of Information Officer on the management of freedom of information requests received.	D. Burns
11:40am	17.	PSI Protected Disclosure Report 2024.	D. Burns
11:50am	18.	Any Other Business.	Chair
11:51am	19.	Closed session with Acting Head of Governance and Programme Delivery	D. Burns

The meeting should conclude at approximately 12 noon

The Committee will next convene on Thursday, May 29th, 2025.

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.