

Minutes of the PSI Audit and Risk Committee meeting, which was convened in person in PSI House, at 12:15pm on Thursday, 29th May 2025.

Agenda Item 1 & 2 – Presentation followed by Closed Session of the Committee

Issue
Following a presentation on cybersecurity by internal auditors Crowleys DFK, the Committee convened in a closed session with them to discuss the findings of their report on the PSI's Disaster Recovery and Business Continuity Planning. No members of PSI staff were present during the closed session.

Agenda Item 3 - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms. Geraldine Campbell	Committee Chair	Yes
Ms. Anna McMahon	Committee Member	Yes
Prof. John Given	Committee Member	Yes
Mr. Peter Dewhurst	Committee Member	Yes
Dr. Paula Barry Walsh	Committee Member	Yes
Ms. Ciara Lynch	Committee Member	No
Dr. Cyril Sullivan	Committee Member (online)	Yes
Members of PSI staff & non-Committee external attendees included:		
Mr. Neil Wall	ICT and Corporate Reporting Manager	
Mr. Éanna Ó Lochlainn	Corporate Governance and Planning Officer	
Ms. Elaine Cronin	Finance & Business Support Officer	
Mr. Dan Burns	Acting Head of Governance & Programme Delivery, Chief Risk Officer, Head of Strategic Policy, Research & Communications and Data Protection Officer and FOI Officer.	
Ms. Joanne Kissane	Registrar & Chief Officer	
Dr. Cheryl Stokes	Head of Corporate Services	
Ms. Damhnait Gaughan	Head of Community Pharmacy Assurance	
Mr. Tony Cooney	Crowleys DFK (for part)	

Mr. Laurence Duran	Crowleys DFK (for part)
Mr. Daniel McInerney	Crowleys DFK (for part)

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

Agenda Item 4

Issue

The Chair invited members of the Committee to declare any conflicts of interest with regard to any of the items scheduled for discussion at the meeting before it commenced.

Information

Members of Committees of Council are subject to Section 9, Schedule 1, of the Pharmacy Act 2007 regarding disclosures of interest, as outlined in Appendix 1 of the meeting agenda.

Decision Approved and/or Action Requested

Decision Approved: No conflicts of interest were declared by any member of the Committee with regard to the items scheduled for discussion at the meeting.

Agenda Item 5

Issue

Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 18th March 2025.

Information

The Chair noted that the draft Minutes of the Audit and Risk Committee meeting held on 18th March 2025 had been circulated to Committee members in advance of the meeting and that no amendments had been received.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the Minutes of the Audit and Risk Committee meeting, held on 18th March 2025, on the proposal of Mr. John Given and seconded by Dr. Paula Barry Walsh.

Agenda Item 6

Issue

Request for Approval of the Internal Auditor's Report on the PSI's Disaster Recovery and Business Continuity Planning.

Information

The Committee noted the Report contained one medium, and two low level findings. The Committee was informed that the most recent simulation test of the Business Continuity and Disaster Recovery Plan had taken place in 2023, and a disaster recovery (DR) test had been carried out in 2025. While recovery time periods for IT systems is set out in the Business Continuity Plan, the DR test reports did not document the comparison of the time taken to complete the recovery process against the recovery times, or confirmation that backup data from disk and cloud could be accessed after restoration. The Executive informed the Committee that current back-up recovery times were in its view aligned with current business needs. On questioning the Executive informed the Committee that Service Organisation Controls (SOC) Reports would be sought from a number of critical infrastructure service providers, as recommended in the report however, it was acknowledged by both Crowleys DKK and PSI that in certain instances they were unlikely to be provided to the PSI and alternative means of verification should be pursued. The Committee queried if the Executive had access to the resources of the Office of the Government Chief Information Officer (OGCIO). The Executive confirmed it had access to published resources. The Executive confirmed that regular penetration testing of the PSI's IT systems, as well as training, was taking place on an ongoing basis, and that the PSI received monthly reports regarding its continuous systems backup.

The Committee discussed single-person risk (the risk that arises when critical organisational knowledge, visibility, status, or performance relies to a significant degree on a single individual), particularly in the areas of IT and other technical fields. The Committee suggested it needed to be considered for listing on the Corporate Risk Register. While some assurance was provided by the Report, the Committee was of the view that further analysis of the threats posed to the organisation by this risk was required, with mitigation measures to be agreed, incorporating effective management oversight, and ongoing review by the Committee.

Decision Approved and/or Action Requested

Decision Approved: The Committee approved the Internal Auditor's Report on the PSI's Disaster Recovery and Business Continuity Planning on the proposal of Mr. John Given, seconded by Dr. Cyril Sullivan.

Agenda Item 7

Issue

Review of the Q1 PSI Financial Management Accounts.

Information

The Committee was informed that total income for the period was €2.717m, which is over budget by €478k. This compared to income of €2.166m in the same period last year. This positive variance is attributed to two key registration activities, Registration of Retail Pharmacy Business (RPB), and Registration of Pharmacists. Pharmacist registration renewals and new pharmacist registrations were over budget by a combined amount of €143k. When compared to the same period in 2024, there was a €194k positive variance. Pharmacy registration renewals, and new pharmacy registration were over budget by €390k. When compared to 2024, there was a €368k positive variance. The drivers of the increased income included a significant number of new pharmacy registrations in late 2024, due to a company merger. Within Other Income, there is a small amount of rental income recorded, where rooms at PSI House were rented out during the period. Department of Health (DOH) funding of €735k for the IIOP is now in place for 2025. Additional DOH funding of €700k has also been agreed for 2025. This new funding will be drawn down as needed to support various activities, including NIS2 Compliance; Training Programmes for Common Conditions and Continuing Prescriptions for Contraception; and Development of an Advanced Practice Framework.

The Committee sought clarification on the timing relating to deferred income, and how it was accounted for, noting that the release of income was high for the period. The Committee was informed that deferred income was recognised over the 12-month registration period to which it related. It was agreed that additional detail on registration income will be provided in the Q2 accounts notes.

Decision Approved and/or Action Requested

Decision Approved: The Committee noted the Q1 PSI Financial Management Accounts

Agenda Item 8

Issue

Update on Implementation Action Plan to operationalise Third County Qualification Recognition (TCQR) Route.

Information

The Committee met in closed session with the Executive.

Decision Approved and/or Action Requested

Decision Approved: The update was noted by the Committee. It was agreed that a further closed session update on the implementation of the action plan to operationalise the TCQR route should be scheduled at the Committee's next scheduled meeting, on September 16th.

Agenda Item 9

Issue

Update on the Implementation of Internal Audit Recommendations.

Information

A copy of the Internal Audit Recommendations Log was circulated to the Committee before the meeting. The Committee was informed that since it last viewed the Log at its meeting on 18th March 2025, that two internal audit recommendations were flagged as completed, seven were flagged at red, (off-track), and three flagged as green (on-track). The Committee noted there appeared to be on-going delays, in updating the Financial Policies and Procedures Manual in relation to month end procedures and implementing additional checks and controls, and queried what steps were being taken to ensure these procedures would be managed in a timely fashion. The Executive confirmed that there had been workforce capacity issues for some time, but which were now beginning to be addressed and that the work would be completed by the end of June. The Committee noted the positive progress being made to address the high and medium priority recommendations.

Decision Approved and/or Action Requested

Decision Approved: The Committee noted the update on the Internal Audit Recommendations.

Agenda Item 10

Issue

(a) Review of the PSI Corporate Risk Register.

(b) Review of the Strategic Policy, Research & Communications Risk Registers.

Information

A copy of the Corporate Risk Register had been circulated to the Committee in advance of the meeting by the Chief Risk Officer. The Committee was informed that the risk relating to legacy case management system (CMS) had been removed from the Register as a result of an interim IT solution that had been put in place, allowing retirement of the legacy system.

The Committee queried how many Pharmaceutical Assistants were currently on the PSI Register and were advised that 159 pharmaceutical assistants are currently on the Register. The risk relating to the ongoing absence of Temporary Absence Rules was discussed, and the Committee agreed that the matter would benefit from discussion by Council at its next meeting, given that it is a long-standing risk.

The Committee discussed the cybersecurity risk and its scoring. Following discussion, the Committee were content for the scoring to remain unchanged.

A copy of the Strategic Policy, Research & Communications Risk Registers had been circulated to the Committee in advance of the meeting of the. Questions were invited from the Committee. The Committee had no questions.

Decision Approved, and/or Action Requested

Decision Approved: The Committee noted the update on the Corporate Risk Register and the Strategic Policy, Research & Communications Risk Registers.

Agenda Item 11

Issue

Report on the management of any major incidents, near misses, and lessons learned and acted upon.

Information

The Committee was informed that there had been no major incidents, near misses, and lessons learned and acted upon since it had last met.

Decision Approved and/or Action Requested

Decision Approved: The Committee noted the report on the management of any major incidents, near misses, and lessons learned and acted upon.

Agenda Item 12

Issue

Report on the management of any Data Breaches

Information

The Data Protection Officer informed the Committee that there had been four data breaches since the Committee's last meeting, none of which had met the threshold for reporting to the Data Protection Commissioner.

Decision Approved and/or Action Requested

Decision Approved: The report on the management of data breaches was noted by the Committee.

Agenda Item 13

Issue

Report on the management of any Freedom of Information Requests.

Information

The Freedom of Information Officer informed the Committee that the PSI had received five Freedom of Information requests in the year to date.

Decision Approved and/or Action Requested

Decision Approved: The report on the management of Freedom of Information requests received by the PSI was noted by the Committee.

Agenda Item 14

Issue

Consideration of outputs of the December 2024 Self-Evaluation Exercise

Information

The Committee considered the outputs of its self-evaluation exercise.

Decision Approved and/or Action Requested

Decision Approved: It was agreed that a review of the outputs from the most recent Council meeting should be made a standing item on the agenda for each Committee meeting.

Agenda Item 15

Issue

Any Other Business

Information

It was highlighted that the circulation of Committee meeting papers by email, may pose a security risk for the organisation.

Decision Approved and/or Action Requested

Decision Approved: The Committee was informed that software would be rolled out by the end of the year to address this.

Agenda Item 16

Issue

Closed Session

Information

The Committee met in closed session with the Acting Head of Governance & Programme Delivery and the Head of Strategic Policy, Research & Communications, regarding an ongoing matter.

Decision Approved and/or Action Requested

Decision Approved: None.

The meeting finished at 4pm

Signed:

Chair

Date