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**Report to Council on the Material Decisions of the Audit & Risk Committee at its meeting on Tuesday, 16 September 2025**

**From: Ms. Geraldine Campbell, Chair.**

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The Audit & Risk Committee met online on Tuesday, 16 September 2025.

The agenda items below reflect the material decisions of the Committee. The meeting agenda can be found in Appendix 1.

**Agenda Item 6 - Request for Approval for amended Terms of Reference of the Committee.**

The Committee was asked to update the Terms of Reference to introduce the use of Microsoft Teams Transcripts, or other appropriate tools for recording Committee meetings, whether held in person, hybrid, or online, within strict parameters. Following discussion, the Committee agreed to update the Terms of Reference of the Committee.

**Agenda Item 7 – Request for Approval of the Internal Auditor’s Report on the PSI’s Third Country Qualification Recognition (TCQR) route.**

Mr Tony Cooney from Crowleys DFK joined the meeting to present the TCQR Audit. The Committee was advised that the audit provided significant assurance on the adequacy and operating effectiveness of controls to ensure that third-country applicants for registration have the appropriate qualifications to be entered on the register. There were a number of minor findings, which, when addressed, will further strengthen internal controls and address gaps identified in the current process. Overall, Crowley’s advised the Committee that the audit should provide considerable comfort to both the Committee and Council regarding the overall operation of the TCQR route. The Committee noted the positive Audit and commended the work of the TCQR team. The Committee discussed the overall numbers currently in the application process, the timelines, and the risks associated with any potential delays for those in the process. The

Committee was advised that until the pending applications were cleared, it was difficult to determine what a normal steady state for the TCQR route will be. Following discussion, the Committee approved the Internal Auditors' Report on the PSI's Third Country Qualification Recognition (TCQR) route.

## Appendix 1

### Agenda

PSI Audit & Risk Committee

Tuesday, 16 September 2025, 12:15 pm

Location: Online, Ms Teams

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

12.15	1.	Closed Session of the Committee with representatives from Crowley's DFK.	Chair
12:30	2.	Apologies	Chair
12:31	3.	Declaration of Interests (See Appendix A)	Chair
12:32	4.	Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 29 May 2025	Chair
12:33	5.	Strategic and Operational Update	Chair
12.40	6.	Request for approval for amended Terms of Reference of the Committee	Chair
12:45	7.	Request for Approval of the Internal Auditor's Report on the PSI's Third Country Qualification Route (TCQR)	Crowley's DFK
12:55	8.	Q3 Cyber Security Report	N. Wall
13:10	9.	Review of the Q2 PSI Financial Management Accounts.	E. Cronin
13.20	10.	TCQR – Update on Implementation Action Plan to operationalise the TCQR route.	J. Kissane & D. Burns
13:30	11.	Update on the Implementation of Internal Audit Recommendations.	D. Butler
13:45	12.	(a) Review of the PSI Corporate Risk Register.  (b) Review of the Corporate Services Business Area Risk Registers	D. Butler  N. Wall, G. Egan, E.Troy, C. Stokes
14:00	13.	Report from PSI Internal Health and Safety Appointee on the management of any major incidents, near misses, and lessons learned, and acted upon.	G. Egan
14:05	14.	Report from the PSI Data Protection Officer on the management of any data breaches.	D. Butler
14:10	15.	Report from the PSI Freedom of Information Officer on the management of freedom of information requests received.	D. Butler
14:15	16.	Any Other Business	Chair

14.20	17.	<i>Closed session with Acting Head of Governance and Programme Delivery</i>	D. Butler
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The meeting should conclude at approximately 14:30

The date of the Committee's next meeting is 26 November 2025.

Ms. Geraldine Campbell, Chair, PSI Audit & Risk Committee.