

Minutes of the PSI Audit and Risk Committee meeting, which was convened in a Hybrid manner, at 09.30 am on 5 June 2026.

Agenda Item 1 – Committee Training

Committee training took place between 09.30 and 10.30 am on Cybersecurity. The training was delivered by Crowleys DFK. Training slides have been shared with the Committee, and we recommend Council members should also get a copy of the training.

Agenda Item 2 – Closed Session of the Committee

Issue
The Committee met in closed session from 10.45 - 10.55 am.

Agenda Item 3 - Attendees & Apologies

Name	Role	Present (Yes/No)
Ms Emily Kelly	Committee Chair	Yes
Dr Paula Barry Walsh	Committee Member	Yes
Mr Peter Dewhurst	Committee Member	Yes
Mr Martin Kelly	Committee Member	No
Ms Ciara Lynch	Committee Member	No
Mr Leon O'Hagan	Committee Member	No
Dr Cyril Sullivan	Committee Member	Yes
Members of PSI staff & non-Committee external attendees included:		
Ms Joanne Kissane	Registrar & Chief Officer	
Ms Aoife Mellett	Head of Legal Affairs, Governance and Programme Delivery	
Ms Ashlene Reyburn	Corporate Governance Manager	
Mr Dan Burns	Head of Registration and Education (for part)	
Dr Cheryl Stokes	Head of Corporate Services	
Ms Gráinne Egan	HR and People Development Manager (for part)	
Ms Elaine Cronin	Finance Officer	

Ms Eileen Troy	Finance and Support Services Manager
Mr Neil Wall	ICT Manager (for part)
Ms Ruth Baily	Governance Executive
Mr Des Butler	Fitness to Practise and Legal Affairs Manager (for part)
Mr Daniel McNerney	Crowley's DFK (for part)
Mr Tony Cooney	Crowley's 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 regarding any 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 13 March 2026.

Information

The Chair noted that the draft Minutes of the Audit and Risk Committee meeting held on 13 March 2026 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 13 March 2026, by consensus.

Agenda Item 6

Issue

Review of the Q1 PSI Financial Management Accounts

Information

The Committee was updated on the Q1 PSI Financial Management Accounts. The Committee was updated on variances in income and funding, including additional funding from the DoH for both the IIOF and other projects.

The Committee was informed that deferred income included both registration income and TCQR examination income. The procurement of a provider to undertake the TCQR examinations took longer than anticipated, resulting in reduced income and expenditure in Q1, with the first examination now scheduled for July.

The Committee was also reassured that the issue with deferred income on Regie in 2025 appears to have been resolved; however, the Programme Delivery and Finance Teams will continue to monitor the system to ensure no further issues arise.

It was further noted that there was a reduced staff spend in Q1, and two projects budgeted for Q1 have not yet commenced. Fitness to Practise costs are below budget, the variance arising from an underspend on three matters that were resolved without needing to go to inquiry.

The Committee discussed the recent fee increase and its impact on the organisation's finances. The Committee was advised that the fee increase came into effect on 1 May on a three-year phased basis and that, based on the modelling, as part of the Core Funding Review, the organisation would operate at a deficit until 2029, when the full impact of the fee increase will be realised.

The Committee requested that a high-level update on the impact of the fee increase be provided at the next meeting.

The Committee was advised that a projected year end outturn would be presented with the Q2 Management Accounts at the September meeting including the impact of the fee increase over the coming 3 years.

Decision Approved and/or Action Requested

Decision Approved:

Management to provide an update on the impact of the fee increase at the next Committee meeting.

Agenda Item 7

Issue

Request Update on Pre-existing Superannuation Scheme

Information

The Committee noted the letter sent to the DoH regarding the PSI pension schemes. The Committee thanked the Executive, noting the completeness of the letter in laying out the steps taken by the PSI to resolve the pension issue over the past number of years. The Committee was advised that PSI has been verbally notified that the issue with the Single Scheme will be resolved through the estimates process, and PSI was advised to make a submission for additional funding to fund benefits that have been made to pensioners within this scheme. PSI are awaiting confirmation from the DoH that an allocation of funding for pensions has been approved. The issue with the pre-existing scheme remains outstanding; however, the DoH are liaising with their internal Pension Policy and Finance team to resolve it. The Committee discussed the balance currently held on deposit for the pre-existing scheme, noting that it is on deposit only and not invested as a pension fund. The Committee noted the funding of the scheme and the number of pensions currently being paid out. The Committee noted the positive engagement in relation to the issue and thanked the executive for keeping it on the agenda with DOH until a resolution is complete.

Decision Approved and/or Action Requested

Decision Approved: No actions arose from this agenda item.

Agenda Item 8

Issue

Cyber Security Report

Information

The Committee discussed the Q2 Cyber Security Report. Following the training on Cybersecurity earlier in the morning, the Committee was updated on the frequency of patching for the PSI systems. The Committee was advised that, while all mitigations are in place, the focus is shifting to preparing for a cybersecurity event through simulation tests and business continuity planning. These are reviewed and updated to help with preparation, prevention, detection, and recovery. Simulated phishing attacks are conducted every two weeks, and staff training occurs continuously throughout the year. The Committee was advised that a planned tabletop business continuity exercise will shortly take place, and the results will be reported back to the Committee. The Committee was satisfied that all possible mitigations were in place. The committee asked that the current top cyber risks be aligned with the Cyber Risk Score (Risk Heatmap) and overall risk register.

Decision Approved and/or Action Requested

Decision: The Committee noted the Q2 Cyber Security Report.

Agenda Item 9

Issue

TCQR – Update on Implementation Action Plan to operationalise the TCQR route.

Information

The Committee was updated on the implementation of the Action Plan to operationalise the TCQR route. It was noted that demand for the route remains strong, with a significant number of applications progressing through the system.

The Committee noted the continued development of operational capacity, including the engagement of internal and external assessors to support application reviews.

The Committee was informed that arrangements for the delivery of the TCQR examination have been finalised, with the first sitting scheduled for July, followed by further sittings later in the year and in early 2027. The Committee also noted the positive level of engagement from candidates in advance of the first sitting.

The Committee noted that the majority of applicants are required to complete the examination component of the route, and that candidates may avail of multiple opportunities to sit the examinations, where required, in line with the process design.

The Committee was advised that the TCQR route continues to be actively managed through regular internal oversight structures, including dedicated team meetings and ongoing reporting to the Executive Leadership Team.

The Committee also noted that arrangements are in place to support the delivery and quality assurance of the examination process.

Decision Approved and/or Action Requested

The Committee noted the update on the Implementation Action Plan to operationalise the TCQR route.

Agenda Item 10

Issue

Update on the Implementation of Internal Audit Recommendations

Information

The Committee reviewed the implementation of the Internal Audit Recommendations. The Committee was advised that two recommendations have been completed since the previous meeting, two are progressing as planned, and three are currently off track. The Committee was updated on the status of these recommendations.

In relation to Recommendation 7, the Committee was advised that part (b) has been completed. In respect of part (a), it was noted that the original approach presents certain procedural constraints and that alternative options are being explored to facilitate the progression of this recommendation. An update will be provided to the Committee at the next meeting.

In relation to Recommendations 11 and 13, the Committee was advised that the ICT-related elements have been completed. The Business Continuity Plan and Disaster Recovery Plan are currently being updated to incorporate the remaining elements of the recommendations, and a tabletop exercise is planned. Subject to completion of these actions, it is anticipated that these recommendations will be closed following the September meeting.

The internal audit schedule for 2026 is still on track with focus on

1. High level review of the system of Internal controls with additional focus on data protection and FOI Q4
2. Pension Q3
3. HR & People Q3

Decision Approved, and/or Action Requested

The Committee noted the update to the implementation of the internal audit recommendations.

Agenda Item 11

Issue

(a) Review of the PSI Corporate Risk Register

(b) Review of the Legal Affairs and Governance Risk Registers

Information

PSI Corporate Risk Register

The Committee was updated on the Corporate Risk Register (CRR). There are currently six risks on the CRR.

The Committee was advised of changes to each risk since the last meeting, noting that these primarily comprised editorial updates reflecting the current status of each risk. Overall, five risks remain at the same rating as reported at the last meeting. The only change relates to Risk five (Financial Risk), where the likelihood rating has been reduced

from four to three; however, the overall risk magnitude rating remains assessed at red. The residual risk has been reduced from an overall score of 15 to 10, reducing the residual risk to amber.

Legal Risk Register

The Committee was updated on the PSI Legal Risk Register. It was noted that there are currently three risks recorded on the register, all rated amber.

In relation to the first risk, the Committee was advised that there is currently a limited number of medical assessors available to support the Disciplinary Committees. To strengthen capacity in this area, an expression-of-interest process is scheduled to be initiated with a view to appointing additional medical assessors.

In relation to the second risk, concerning the One Person One Salary (OPOS) rule, the Committee noted the potential impact on the engagement of certain expert witnesses for inquiries. The Committee was advised that options are being explored to address this matter, including engaging with relevant stakeholders, considering permitted exceptions within the applicable framework, and benchmarking approaches adopted by other regulators.

In relation to the third risk, concerning resourcing within the Fitness to Practise Legal Affairs function, the Committee was advised that a new regulatory solicitor has recently joined the organisation and that a second regulatory solicitor is due to commence in July. As a result, it is anticipated that capacity within the business area will be restored to full complement in the near term, following which this risk is expected to be removed from the register.

Governance Risk Register

The Committee was updated on the Governance Risk Register. It was noted that there are currently three risks recorded on the register.

In relation to the first risk, Data Protection, the Committee noted that it remains rated amber. Mitigating measures are in place, and the risk is anticipated to remain at this level in the near term.

In relation to the second risk, concerning Information Governance and the potential for inconsistent compliance with the PSI Retention Schedule, the Committee was advised that while the risk is trending towards amber, it is currently maintained at a red rating on the register. The committee asked for more detail on document storage both paper and digital. Due to the nature of FTP and Registration physical paper documents are still used and stored on site. The Committee noted that, following the recent appointment of the Corporate Governance Manager, work will commence to support the consistent implementation of the retention schedule across the organisation which will provide greater reassurance to the committee.

In relation to the third risk concerning the Business Transformation Project, the Committee noted that it relates to the project's delivery within the agreed budget and

timeframe. The Committee was advised that the effort estimate has been independently validated and that the associated procurement process is expected to be completed by September.

Decision Approved and/or Action Requested

Decision Approved: The Committee noted the updates to the Corporate Risk Register, the Legal Affairs Risk Register, and the Governance Risk Register.

Agenda Item 12

Issue

Report from PSI Health and Safety Officer on the management of any major incidents, near misses, and lessons learned, and acted upon.

Information

The Committee was advised that there had been no major incidents or near misses since the last meeting.

Decision Approved and/or Action Requested

Decision Approved: The Committee noted the report from the Health and Safety Officer

Agenda Item 13

Issue

Report from the PSI Data Protection Officer on the management of any data breaches.

Information

The Committee was informed that there have been no data breaches since the last meeting in March.

Decision Approved and/or Action Requested

Decision Approved: The Update from the Data Protection Officer was noted by the Committee.

Agenda Item 14

Issue

Report from the PSI Freedom of Information Officer on the management of freedom of information requests received.

Information

The Committee was updated regarding Freedom of Information (FOI) requests received by the PSI since the last meeting. There has been one FOI request since the meeting in March. The request concerned training for staff prior to attending Oireachtas committee hearings. The Committee was advised that there were no records, and this was confirmed to the requester. A previously closed FOI was appealed; it related to Pricing Transparency. The review concluded that the FOI was voluminous. The applicant was advised that a further appeal can be made to the Information Commissioner.

Decision Approved and/or Action Requested

Decision Approved: The Committee noted the update from the FOI Officer.

Agenda Item 17

Issue

AOB

Information

The Committee discussed the potential implications of the NIS2 Directive for PSI. The Committee noted that, while PSI has not yet been formally designated as a competent authority, it is anticipated that it may assume such a role in relation to Retail Pharmacy Businesses.

The Committee was updated on the work undertaken by PSI to date in preparation for NIS2, including engagement with other regulators, public bodies, and the National Cyber Security Centre. It was noted that PSI is being supported by external advisors and that additional resources may be required to support implementation.

The Committee further noted that consideration is ongoing regarding the categorisation of pharmacies and pharmacy groups within the NIS2 framework.

The Chair thanked Dr Paula Barry Walsh for her significant contribution to the Committee's work, noting that this was her final meeting after four years of on the Committee.

Decision Approved and/or Action Requested

Decision Approved: None.

The meeting finished at 12.30

Signed:

Chair

Date