

**Agenda**  
**PSI Audit & Risk Committee**  
**Wednesday, 27<sup>th</sup> November 2024, 13:30**  
**Location: Online**

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

13:30	1.	Closed Session of the Committee with representatives from Crowley's DFK.	Chair
14:00	2.	Apologies.	Chair
14:01	3.	Declaration of Interests (See Appendix A).	Chair
14:02	4.	Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on September 18th, 2024.	Chair
14:05	5.	Request for Approval of the Internal Auditor's Report on the PSI's Environmental Impact.	Crowley's DFK
14:15	6.	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
14:25	7.	High-Level Overview of the Internal Audit Universe and Areas for Consideration in Developing Internal Audit Plan for 2025	Crowley's DFK
14:35	8.	Review of the Q3 PSI Financial Management Accounts.	E. Cronin
14:45	9.	Service Plan and Budget 2025	J. Kissane/C. Stokes/E. Troy
15:00	10.	Comfort Break	All
15:10	11.	Appointment of External Auditor	E. Troy/C. Stokes
15:15	12.	Request for approval of draft PSI Anti-Fraud Policy.	C. Stokes
15:25	13.	Update on the Implementation of Internal Audit Recommendations.	D. Burns
15:35	14.	(a) Review of the PSI Corporate Risk Register.	D. Burns
		(b) Review of the Community Pharmacy Assurance Risk Register.	D. Gaughan

15:50	15.	<b>Approval of the PSI's Updated PSI Safety Statement.</b>	C. Stokes
15:55	16.	Report from PSI Internal Health and Safety Appointee on the management of any major incidents, near misses, and lessons learned, and acted upon.	C. Stokes
16:00	17.	Report from the PSI Data Protection Officer on the management of any data breaches.	D. Burns
16:05	18.	Report from the PSI Freedom of Information Officer on the management of freedom of information requests received.	D. Burns
16:10	19.	<b>Review and Update of the PSI Audit &amp; Risk Committee Terms of Reference</b>	Chair
16:20	20.	<b>Any Other Business.</b>	Chair

The meeting should conclude at approximately 16:30

The date of the Committee's next meeting is to be confirmed.

**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.