

## **Report to Council on Material Decisions of Audit & Risk Committee**

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

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The Audit & Risk Committee met on-line on Wednesday, 29<sup>th</sup> November 2023. The agenda items below reflect the material decisions made by the Committee. The meeting agenda can be found in Appendix 1.

### **Agenda Item 4 - Approval of Minutes**

The Committee approved the Minutes of its meeting held on 20<sup>th</sup> September 2023. One amendment was tabled at the meeting.

### **Agenda Item 5 - Approval of the Internal Auditor's Gap Analysis of the PSI's Cyber Security**

The Committee met with the Internal Auditor, Mr. Tony Cooney of Crowley's DFK in the closed session of the meeting, following which he presented the results of the Gap Analysis to the Public Sector Cyber Security Baseline Standards in the open session of the meeting.

The Committee was informed by the Internal Auditor that the PSI had made very good progress in meeting the requirements of the National Cyber Security Centre (NCSC) Cyber Security Baseline Standards and is largely compliant with its provisions. The Committee queried why no scenario testing had been carried out during the period under review (2023) under the Business Continuity Plan. The Committee was advised that a tabletop scenario modelling cybersecurity exercise had just been completed with the PSI's third party provider and the Incident Response and Recovery Team. The Committee was informed that delays in testing were due in part to the unanticipated circumstances arising from the onset of the COVID-19 pandemic, and its impact on the organisation, but that it was envisaged this would be addressed in 2024 with twice yearly scenario testing exercises completed.

The Committee enquired as to the risk posed by issues highlighted in by the gaps analysis, relating to the use of out of date software and hardware. The Committee was informed the software had already been replaced, and that a replacement programme relating to the remaining items was due

to commence in Quarter 4 2023, and Q1 2024. The Committee was satisfied with managements response to the findings and approved the Internal Auditors Report.

### **Agenda Item 6 - Request for Approval of Revised Updated Data Protection Policy and CCTV Policy**

The Committee was asked to approve the updated PSI Data Protection Policy, and separately the PSI's CCTV Policy.

The Committee considered the updates made to the Data Protection Policy and CCTV Policy. The Committee requested that the oversight role of the Audit and Risk Committee with regard to Data Protection be included in the Data Protection Policy.

The Committee agreed to recommend to Council for approval the updated Data Protection Policy subject to the amendment that had been requested, and the updated CCTV Policy.



## Agenda

PSI Audit & Risk Committee  
 Wednesday, 29<sup>th</sup> November 2023, 13:30.

Location: On-line

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

<u>Indicative Time</u>		<u>Item Descriptor</u>	<u>Presenter</u>
13:30	1.	Private Committee Time with the Internal Auditor	Chair
13:45	2.	Apologies	Chair
13:46	3.	Declaration of Interests (See Appendix A)	Chair
13:47	4.	Request for Approval of the Minutes of the Audit and Risk Committee Meeting held on 20 <sup>th</sup> September 2023	Chair
13:50	5.	Request for Approval of the Internal Auditor's Gap Analysis of the PSI's Cyber Security	Tony Cooney, Crowleys DFK
14:05	6.	Request for Approval of Revised Updated;  (a) Data Protection Policy (b) CCTV Policy	Data Protection Officer, Cheryl Stokes
14:15	7.	Update on Q3 Financial Management Accounts to 30 September 2023 including financial forecast to year-end	Finance and Support Services Manager, Eileen Troy
14:25	8.	Update on Service Plan 2024 and Budget	Registrar Joanne Kissane and Head of Corporate Services, Lorraine Horgan
14:35	9.	Update on the Implementation of Internal Audit Recommendations	Head of Governance and Programme Delivery Cheryl Stokes

14:45	10.	<b>Review of Risk Registers</b>  (a) Corporate Risk Register  (b) Governance & Programme Delivery Risk Register	Head of Governance and Programme Delivery, Cheryl Stokes
15:00	11.	<b>Terms of Reference of the Audit and Risk Committee</b>	Chair
15:10	12.	<b>Update on the Management of any health and safety related incidents, near misses, and lessons learned, and acted upon</b>	Internal Health and Safety Appointee, Patience Tafuma
15:15	13.	<b>Update on the management of any data breaches that have occurred since the last meeting of the Committee</b>	Data Protection Officer, Cheryl Stokes
15:20	14.	<b>Update on the management of freedom of information requests received</b>	Freedom of Information Officer, Cheryl Stokes
15:25	15.	<b>Any Other Business</b>	

The meeting should adjourn at approximately 15:30.

The next Committee meeting date is still to be confirmed.

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