

Report on Material Decisions of the Audit & Risk Committee

From: Ms. Geraldine Campbell, Chair, Audit & Risk Committee

The Audit & Risk Committee met in PSI House on the 7th of June 2023. The agenda items below reflect the material decisions made by the Committee. The agenda from the Committee meeting can be found in Appendix 1. The Chair welcomed Ms. Ciara Lynch, the recently appointed external member of the Committee, whose first meeting this was, and thanked Mr. Graham Knowles whose last meeting this would be, following the completion of his term of office on both the PSI Council and the Audit & Risk Committee.

Agenda Item 4 – Approval of Minutes

The Chair noted that the draft Minutes of the Audit & Risk Committee meeting held on 15 March 2023 had been circulated to Committee members in advance of the meeting and that no amendments had been received. The draft Minutes were approved by the Committee.

Agenda Item 5 – Request for Approval of Internal Auditor’s Report on the PSI’s Pharmacy Inspection Processes.

The Committee met in closed session with the Internal Auditor at the beginning of the meeting to discuss the findings and recommendations identified in the Internal Audit Report. In the open session of the meeting, the Committee agreed that the opinion level, based on the assessment of controls and the Auditor's findings, of ‘limited assurance’ was a matter of considerable concern. The Committee noted that the shortage of authorised officers and the absence of a modern IT system are contributing to the PSI failing to meet its inspection targets. The Committee discussed with the Internal Auditor the 6 findings (3 high, 2 medium and 1 low) and reviewed management's response to the findings. The Executive highlighted that there had been delays in receiving sanction from the Department of Health in relation to backfilling posts and also sanctioning new posts provided for in the PSI’s target operating model. The Executive confirmed that sanction had recently been confirmed with regard to additional posts within the Community Pharmacy, Quality and Safety Team. The Executive also highlighted that the audit only focussed on the inspection process and that the remit of authorised officers was wider than that as it involved, e.g., Veterinary Medicines, Falsified Medicines Directive etc. The Committee also noted the focus by authorised officers on risk-based inspection to ensure that resources were being used effectively

and that a new standards-based approach was being developed. The Committee was assured by the Executive that ensuring patient safety continued to be a priority for the PSI, and that the number of authorised officers would increase shortly due to recent sanctions from the Department of Health, and that further phases of the Business Transformation Programme would eliminate the IT deficits to further streamline the inspection process. The Internal Auditor's Report was approved by the Committee.

Appendix 1 – Agenda Audit & Risk Committee, 7th June 2023



Agenda

PSI Audit & Risk Committee
Wednesday, 7 June 2023, 13:30
Location: PSI House

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

13:30	1.	Private Committee Time
13:45	2.	Apologies
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 15 March 2023 (Chair)
13:50	5.	Request for Approval of Internal Auditor's Report on the PSI's Pharmacy Inspection Processes (Crowleys DFK)
14:10	6.	Q1 Financial Accounts to 31 March 2023 (M. Hammani)
14:20	7.	Update on the Implementation of Internal Audit Recommendations (C. Stokes)
14:30	8.	Output from the performance review of the Committee carried out by Governance Ireland (C. Stokes)
14:40	9.	Review of Risk Registers (a) Corporate Risk Register (C. Stokes) (b) Corporate Services (L.Horgan)
15:00	10.	Reports on the management of any major incidents, near misses, and lessons learned, and acted upon from the Internal Health and Safety Appointee and the Data Protection Officer. (L. Horgan/C. Stokes)
15:05	11.	Any Other Business

The meeting should adjourn at approximately 15:10pm. The next meeting is scheduled for Wednesday, 20 September 2023.