REDACTED VERSION WITH CONFIDENTIAL INFORMATION REMOVED FOR PUBLIC COUNCIL MEETING

Pharmaceutical Society NI

Audit and Risk Committee Minutes
Tuesday 21 April 2026
10.00 am – Society House/MS Teams
MINUTES

Present:

Committee:
Philip Knox (Chair) (Teams)
Barry Mimnagh (Teams)
Brendan Garland (Teams)
Alison Ragg (Teams)

PSNI:
Canice Ward, Chief Executive Officer (Society House)
Joan Duffy, Business Support Officer (Society House)
Stephen Moohan, Transformation, Governance, Compliance Lead (Society House)

In Attendance:
Mark McCrudden (Vice President/Observer) (Teams – out of meeting for Item 15)
Jackie Murray, Executive Assistant (Minutes) (Society House)

Apologies:
Lee Wilson

Opening Items	Notes	Actions/Approvals
1. **Welcome and Apologies** (Chair)	PK welcomed everyone to the meeting. It was noted that LW had planned to attend the meeting but was unable to join due to technical issues.	
2. **Deputations** 3. **Conflicts of Interest** (Chair)	There were no Deputations required or Conflicts of Interest declared.	
4. **Tabled Items of Business** (Chair)	4.1 ARC Terms of Reference The ToR were reviewed and approved and will be included in the new Corporate Governance Handbook.	**JM will renew the date on ToR and forward to SM**

5. Draft Minutes of the Previous Meeting (Chair) **6. Redacted Minutes** (Chair)	The Minutes of the Previous Meeting held on 3 February 2026 were approved as an accurate record of the meeting. A redacted version of the Minutes, with only the confidential detail removed, was approved for submission to the Public Council meeting on 26 May 2026.	
7. Action Log (Chair)	Pen Testing – one quote received with a second quote due. JD will forward for FPC with costings and copy to PK. Confidential Matters – meeting to be arranged with CW/GOH to discuss outstanding actions. JM will poll for dates. Internet Prescribing – CW has responded to Health Committee request for further information. Corporate Governance Handbook – BG is meeting with CW/SM on 23.04.26 to progress. A date will be identified to progress with Council Members. Risk Workshop – date will be rescheduled to June.	**JD to progress** **JM to progress** **Closed** **JM to progress** **JM to liaise with PK**
8. Risk Register (PK)	Controls for H&S quarterly review meetings/plans to be upgraded from amber to green. CPD has controls/actions graded red although inherent risk is quite low. JD will discuss with LH. CW confirmed all risks will be reviewed in detail for the Risk Workshop.	**JD to update** **JD to discuss with LH**
9. Confidential Matters (CEO)	CW will meet with GOH/PK to discuss outstanding actions.	**As at item 7**
10. Internal Audit Recommendations 2021-25	Discussion ensued regarding the RAG Status in the Logs and PK advised if it has been corporately agreed to move a timeline to the following year that	**CW/JD will review the RAG status**

(DBO)	should then be marked as amber and not red. CW advised that it was unlikely that historical audit recommendations could be progressed alongside existing and more recent recommendations and thus it was likely they would remain as a red status. The historic actions in relation to the PFNI were discussed and it was noted that Forum staff are invited to attend each Council meeting to provide updates.	
11. Internal Audit Terms of Reference (DBO)	The final Terms of Reference for the three scheduled Internal Audits had been included for information and JD provided the following update: - Cyber Security – completed and awaiting final documentation - Financial Review – completed and meeting with auditors on 22.04.26 - Corporate Governance – scheduled for this week.	
12. Internal Audit Outcomes (DBO)	<u>Shared Service Level Agreement with PFNI</u> Members were content with the proposal.	
13. Business Continuity Plan – Key Milestones (IA Action) (DBO)	JD reported that the current plan needs updated and this will require a bigger time resource than initially anticipated. Due to other commitments, the work has been moved to progress in 2026-27.	**JM to issue current plan to Members**
14. Fitness to Practise Monthly Report – March 2026 (DBO)	CW reported on the successful outcome in the first Section 29 appeal case and that we are waiting on receiving costs. Members noted that figures remain similar over each month and are not decreasing. CW stated that due to the current level of staffing resource that priority has to be given to those cases with immediate risk and not to historic cases. It was also stated that it would assist Council with its decision making to have detail on whether the delays with legal representatives are external or internal.	

15. PSA Action Log (DBO)	CW reported that this is the final update from the 2023-24 plan and future plans will include recommendations from the recent report.	
16. EDI Action Log (DBO)	Members noted due to resourcing issues that progress on a number of items remain deferred. JD reported that an analysis of data will be undertaken of the recent survey issued.	
17. Health and Safety Workplace Assessment – Work Plan (DBO)	JD reported that work is progressing well.	
18. Fire Safety Workplace Assessment – Work Plan (DBO)	JD reported that work is progressing well.	
19. Complaints Dashboard Q4 (DBO)	The number of complaints received was discussed and that relevant learnings are brought to SMT for review and, when necessary, action.	
20. ARC Work Plan (ARC Chair)	The paper was noted.	
21. Any Other Business	Financial Matters – CW brought the Committee Members' attention to the draft 2026-27 budget based on current projections.	
22. Date of Next Meeting	Tuesday 15 September 2026 at 2.00 pm (ARA) and date to be sought for Risk Workshop (June 2026).	