PCSA Údarás Póilíneachta & Sábháilteachta Pobail Policing & Community Safety Authority

***Date*:** **5 March 2026**

***Venue*:** **PCSA Office, 4th Floor, 90 North King, Street, Dublin 7.**

Attendance:

Committee:	Mick Feehan (Committee Chair), Declan Hoban, Geraldine Smith, Niall Byrne
Secretary:	Philip Cox
Executive:	Helen Hall, Paul Pearson, Clare Kelly, James Kiernan, Shona Keeshan, Andrew Taitz
External:	Vincent Teo, Audit Partner, Crowleys DFK (item 6 only)

1. Closed session

Members availed of the option to hold a closed session, with the CEO in attendance, at which an update was provided on key staffing changes.

There were no decisions of substance or consequence made during the closed session.

2. Chairpersons Opening remarks

The meeting agenda was approved. No conflicts of interest were declared. There was no correspondence of note. Members were reminded that if they have any training requirements, to raise these with the Secretary.

Members noted the following reference documents:

- The PCSA Business Plan 2025;
- The February 2026 CEO Report;

- The Oversight Agreement 2025-2027 between the Department and the PCSA; and
- The PCSA Performance Delivery Agreement 2025.

2.1 Proposal for appointment of secretary to Committee

The Committee approved the appointment of Clare Kelly as Secretary to the Committee, to be effective following the current meeting. The outgoing Secretary, Philip Cox, was thanked by the Chair for his professionalism and support.

2.2 Minutes of previous meeting and matters arising

The minutes of the previous meeting were approved subject to minor amendments.

2.3 Actions log

Updates were provided on outstanding actions. It was noted that the ARC Annual Work Plan will be provided at the next meeting of the ARC.

Members requested that papers be made available as early as possible to allow sufficient time for review ahead of meetings. Members also requested that a document library of core reference material be made available on Decision Time.

2.4 CEO reports

All CEO reports since the previous meeting of the ARC were taken as read. Specific items of interest were brought to Members' attention, including the publication of the Strategy Statement 2026-28, publication of recent reports, recent media coverage, the current staffing figures and recent training provided to Inspections Teams.

An update was provided in relation to a legal case in which the PCSA had been listed as a co-respondent.

A review of recommendations from a report of the Expert Advisory Committee Independent Review of the Governance and Organisational Culture of the Arts Council of Ireland was being conducted to determine if there were learnings that could be applied to the PCSA.

Action number	Action point	By date	By whom
ARC_A_05_01	Create document library on Board Management Software containing key documents relating to the work of the PCSA.	**ASAP**	**Secretary**

3. Draft annual report of the ARC

The draft Annual Report of the ARC was approved subject to minor adjustments to phrasing and formatting.

Action number	Action point	By date	By whom
ARC_A_05_02	Annual Report of the ARC to be finalised, shared with the Authority and thereafter published.	**ASAP**	**Secretary**

4. Authority self-assessment

Committee Members expressed satisfaction at the completion of the Authority's annual self-assessment and noted the results.

It was agreed that the Committee Chair would feed back any relevant points following the March Authority meeting where the results of the Authority self-assessment were due to be discussed.

5. Finance

The papers provided were taken as read.

5.1 Board management software

An update was provided by the Executive on procurement for board management software, including ongoing consideration of cybersecurity. Members noted the risks and support challenges for small public bodies in relation to the management of ICT and the fact that the Office of the Government Chief Information Officer (OGCIO) does not currently provide support in relation to technical expertise for tender requirements.

5.2 Appropriation Account

The Finance Officer presented the draft Appropriation Account and further details were provided in response to queries from members.

Members suggested that the statements of assurance be made available to the Authority in advance of the Appropriation Account being signed by the Chief Executive. However, it was noted that this would not be feasible given the tight timelines involved in having the Appropriation Account prepared by the end of February. The CEO outlined the roles of the Accounting Officer, the Authority and the ARC in relation to the Appropriation Account. She confirmed that the CEO, as Accounting Officer, has responsibility for the Appropriation Accounts and that these go to the Authority for information. She referred to the oversight role of the ARC. It was agreed that it would be useful to have a note clarifying the various roles.

Action number	Action point	By date	By whom
ARC_A_05_03	Produce a note clarifying the roles of the ARC, the Accounting Officer, and the Authority in relation to the Appropriation Account.	**ASAP**	**Secretary**

6. Audit

6.1 ARC work plan 2027

The Committee requested that a review of the Statement of Internal Control, the Comprehensive Report of the Chair to the Minister, and the report to the Department on compliance with the Code of Practice for State Bodies be included on the 2027 ARC work plan.

Action number	Action point	By date	By whom
ARC_A_05_04	Timeline for completion of Statements of Assurance to be added to Governance calendar.	**ASAP**	**Secretary**
ARC_A_05_05	Add the following to the ARC work plan for 2027: Review of Statement of Internal Control for Annual Report, and the Comprehensive Report of the Chair to the Minister (which includes our report on compliance with the Code of Practice for State Bodies).	**ASAP**	**Secretary**

A brief update on audit recommendations was provided. Findings of the Review of Internal Controls were discussed by Members.

6.2 Report on review of internal controls

Vincent Teo joined the meeting. An update was provided to Members on the review of internal controls. It was noted that 2025 was a period of significant change for the organisation, due to the transition from the Policing Authority to the PCSA. The report presented an overall finding of reasonable assurance, with one low-ranked and three medium-ranked findings. Members thanked Vincent Teo for his time and he exited the meeting.

Members discussed a finding in relation to the late submission of travel and subsistence claims and the importance of ensuring policy compliance. Members were provided with assurance by the Executive that staff training in relation to travel and subsistence has been provided.

6.3 TORs for review of time and attendance management

The Terms of Reference for the upcoming internal audit of Time and Attendance Management were approved.

7. Cybersecurity update

7.1 Cybersecurity meeting and digital services conference

A verbal update was provided to the Committee by the Executive on cybersecurity matters and the development of a Cybersecurity Framework for the organisation.

7.2 Disaster Recovery Policy

Work was currently taking place on a Disaster Recovery Policy and Procedures, which would be presented to the Committee in due course.

8. Risk management

Papers were taken as read and an update was provided by the Risk Officer. There had been no changes to the risk register since the previous meeting of the ARC, apart from some minor adjustments. Members suggested minor changes to the phrasing of some risks.

9. AOB

Potential dates for upcoming meetings of the Committee for 2026 were discussed. It was agreed that the Secretary would liaise with the Internal Audit Provider and Members to confirm dates.