

Minutes of the Performance and Resources Committee meeting held on 29 November 2022 at 14.00 via MS Teams

Agenda Item 1 - Apologies

Name	Role	Present (Yes/No)
Mr Paul Turpin (PT)	Chair	Yes
Ms Geraldine Crowley (GC)		Yes (online)
Ms Dorothy Donovan (DD)		Yes (online)
Mr Fintan Foy (FF)		Yes
Mr Roy Hogan (RH)		No
Mr Mark Jordan (MJ)		No
Ms Katherine Morrow (KM)		Yes
Dr Ann McGarry (AM)		Yes
Members of PSI staff in attendance included:		
Ms Anne Diane Cheuffa (ADC)	Yes	
Ms Malika Hammani (MH)	Yes	
Dr Cheryl Stokes (CS)	Yes	
Dr Lorraine Horgan (LH)	Yes	
Ms Patience Tafuma (PTa)	Yes	
Mr Neil Wall (NW)	Yes	

Agenda Item 1 – Apologies

Information

Apologies were received from Mr Mark Jordan and Mr Roy Hogan.

Agenda Item 2 – Declaration of Interests

Information

There were no conflicts of interest declared.

Agenda Item 3 – Approval of agenda

Information

The Committee considered and approved the agenda. The Chair welcomed Dr Ann McGarry to her first Committee meeting.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 14th of September 2022

Information

The minutes of the meetings held on 14 September 2022 were considered by the Committee and no changes had been notified in advance of the meeting.

Decision Approved, and/or Action Requested

The Committee approved the Minutes of the 14 September 2022 meeting, on the proposal of Mr Fintan Foy and seconded by Ms Katherine Morrow.

Agenda Item 5 Finance Matters

Agenda Item 5.1 Update on 2022 PSI Procurement Plan delivery and contract extensions

Information

The Committee considered the updated 2022 PSI Procurement Plan, which highlighted that a business case was being prepared for consideration by the Interim Registrar in relation to registration-related printing and fulfilment services (eg registration certificates) and other non-standard print needs.

Agenda Item 5.2 Approval of Management Accounts to 30 September 2022

Information

The Committee discussed the management accounts to 30 September 2022, and noted key variances in the accounts.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council the approval of the management accounts at its December meeting, on the proposal of Dr Ann McGarry and seconded by Ms Dorothy Donovan.

Agenda Item 5.3 Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)

Information

The Committee was updated on compliance with the Treasury Management Policy, and that PSI is currently in compliance across all metrics.

Agenda Item 6 2023 Budget

Agenda Item 6.1 Review of 2023 Budget for recommendation to Council

Information

The Committee was taken through the proposed budget for 2023, including a line-by-line review of 2022/2023 variances. The budget is based on the activities outlined in the proposed Service Plan and the objectives contained in the Corporate Strategy 2021-2023 and has been drafted in the context of uncertain economic growth, rising energy prices and increasing inflation.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council the approval of the 2023 Budget on the proposal of Ms Katherine Morrow and seconded by Dr Ann McGarry.

6.2 PSI Draft Service Plan 2023

Information

The Committee was provided with an overview of the Service Plan 2023 and the strategic objectives included in the plan.

Agenda Item 7. 2022 Work Plan Project – Strategic Financing Review (SFR) for the PSI

Agenda Item 7.1 SFR Project Health Card matters

Information

The Committee was provided with an update on the SFR Health Card, which is tracking green across all metrics.

Agenda Item 7.2 SFR Update on Assumption

Information

The Committee was provided with an update on the assumptions provided for in the Strategic Financing Review, which was last considered by the Committee in 2021. The Committee noted the changes to the assumptions particularly in relation to the current

economic environment and increasing inflation, changes to income assumptions due to the recent plateau being observed with regard to the number of pharmacies registering and the full implementation of the reserves policy approved by Council in June 2022. The Committee also noted changes to expenditure assumptions arising from recent public service pay agreements. The Committee was informed that the updated modelling based on the assumptions would be brought to them for consideration in early 2023.

Agenda Item 8. HR matters

Agenda Item 8.0 2022 Work Plan Project – Embed our revised organisation and management structures and implement our HR Strategy 2021-2023.

Agenda Item 8.1.1 Organisation Development Project (ODP) Health Card

Information

The Committee was provided with an update on the ODP Health Card, which is tracking amber. The Committee noted that target delivery dates for some key milestones in relation to the lateral (matrix) reporting structure and the establishment of professional development pathways had been pushed out due to resource challenges and re-prioritisation of activities.

Agenda Item 8.1.2 HR Strategy (2021-2023) Project Health Card

Information

The Committee was provided with an update on the HR Strategy Health Card, which is tracking amber. The Committee was informed that training for managers in managing a distributed workforce is scheduled to take place in December and that PSI is exploring its options with external companies to assist in the development and roll out of competency frameworks and a learning and development catalogue and that the implementation of the HRIS has commenced.

Agenda Item 8.2 Workforce planning and recruitment update

Information

An update on workforce planning and recruitment was presented and discussed by the Committee. It was noted that sanction is required from the Department of Health for the additional eleven roles, approved by Council, which are provided for in the target operating model. The administration associated with requesting sanction from the Department of Health was discussed by the Committee and the Committee was advised that following a prioritisation exercise, as requested by the Department of Health, that the following seven roles, out of the eleven roles, were being submitted for immediate sanction to the Department of Health:

1. Investigations Manager (AP)
2. Quality Assessor x 3 (Eng III)
3. Professional Standards Officer (Eng II)

4. HR, People and Organisation Development Manager (AP)
5. Strategic Policy and Project Co-ordinator (HEO)

The Committee was also informed that sanction had been received for the following roles and that recruitment would commence in early 2023:

1. HR Lead (HEO Permanent)
2. Programme Delivery and Innovation Manager (APO Permanent)
3. Programme Delivery and Innovation Analyst (HEO Permanent)

Agenda Item 9. 2022 Work Plan Project – Continue delivery of our Business Transformation Programme (BTP) and develop an ICT strategy to assist with utilising new systems, data and digital tools to support our regulatory mission

Agenda Item 9.1 BTP Project Health Card

Information

The Committee was presented with an overview of the Business Transformation Project Health Card, which is tracking red in overall project health. The delay to the planned deployment of Phase 1.1 in September was discussed, and this deployment will now be deferred until quarter one, 2023.

Agenda Item 9.2 ICT Strategy Health Card

Information

The Committee was presented with an overview of the Information and Communication Technology Strategy Health Card, which is tracking green in overall project health.

Agenda Item 10 ICT matters

Agenda Item 10 Penetration testing and general cybersecurity update

Information

The Committee was provided with an update on penetration test results and an overview of the general cybersecurity health of the organisation. The results of the recent phishing testing were also provided to the Committee.

Agenda Item 11 Service Plan Performance

Agenda Item 11.1 Update on 2022 Service Plan Project Health Tracker

Information

The Committee received an update on the 2022 Service Plan Project Health Tracker.

Agenda Item 11.2 EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI: Project Health Card

Information

The Committee was presented with an overview of the EFQM Project Health Card, which is tracking amber in overall project health.

Agenda Item 11.3 Implementation of the PSI's Communications and Engagement Strategy 2021-2023- New PSI Website: Project Health Card

Information

The Committee was presented with an overview of the Communications and Engagement Project Health Card, with the overall project health currently tracking red. The Committee was informed that discussions were still ongoing with providers due to the previous unsuccessful conclusion of the procurement exercise and that revised timelines for the website will be agreed with the new provider in due course.

Agenda Item 12 General matters

Agenda Item 12.1 Proposed dates of Committee meetings in 2023

Information

Proposed dates of Committee meetings in 2023:

- Wednesday, 15 February (afternoon)
- Wednesday, 29 March (morning)
- Wednesday, 31 May (morning)
- Wednesday, 06 September (morning)
- Wednesday, 22 November (morning)

Decision Approved, and/or Action Requested

The Committee agreed the proposed Committee meeting dates for 2023.


Agenda Item 12.2 Areas of focus for next meeting

Information

There was no other business discussed by the Committee.

The meeting concluded at: 15.49hrs

Signed by:


Chair


Date