

## Agenda

**Performance and Resources Committee**  
**Meeting taking place on 29 November 2022 at 2pm**  
**The meeting will be held onsite and through MS Teams**

*Colour code: **Red**—for decision; **Green**—for discussion; **Blue**—for information*  
*Agenda Notation: \* - document provided in advance; \*\* - will be presented in slide deck at meeting; \*\*\* - verbal update*

Indicative Time	Item Descriptor		Item Presenter
2:00pm	1.	Apologies	Chair
2:02pm	2.	Declaration of Interests (See Appendix A below)	Chair
2:05pm	3.	Approval of Agenda	Chair
2:10pm	4.	Draft Minutes of Committee meeting held on 14 <sup>th</sup> of September 2022*	Chair
2:15pm	5.	Finance matters	Support Services and Finance Manager
	5.1	Update on 2022 PSI Procurement Plan delivery and contract extensions*	
	5.2	Approval of Management Accounts to 30 September 2022*	
	5.3	Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)*	
2:30pm	6.	2023 Budget	Interim Registrar and Support Services and Finance Manager
	6.1	Review of 2023 Budget for recommendation to Council	
	6.2	PSI Draft Service Plan 2023	
2:50pm	7.	2022 Work Plan Project – Strategic Financing Review (SFR) for the PSI	Acting Head of Corporate Services and Support Services and Finance Manager
	7.1	SFR Project Health Card*	
	7.2	SFR Update on Assumptions*	

3:05pm	8.	HR matters	
	8.1	2022 Work Plan Project – Embed our revised organisation and management structures and implement our HR Strategy 2021-2023.  8.1.1 Organisation Development Project (ODP) Health Card*  8.1.2 HR Strategy (2021-2023) Project Health Card*	Acting Head of Corporate Services
	8.2	Workforce planning and recruitment update***	Strategic HR Manager
3:15pm	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	Acting Head of Corporate Services
	9.1	Business Transformation Project (BTP) Health Card*	ICT & Corporate Reporting Manager
	9.2	ICT Strategy Health Card*	
3:30pm	10.	ICT matters Penetration testing and general cybersecurity update**	ICT & Corporate Reporting Manager
3:40pm	11	Service Plan Performance	Acting Head of Corporate Services
	11.1	Update on 2022 Service Plan Project Health Tracker*	
	11.2	EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI: Project Health Card*	
	11.3	Implementation of the PSI's Communications and Engagement Strategy 2021-2023- New PSI Website: Project Health Card*	
3:55pm	12.	General matters	Chair
	12.1	Proposed dates of Committee meetings in 2023:	
	12.2	<ul style="list-style-type: none"> <li>Wednesday, 15 February (afternoon)</li> <li>Wednesday, 29 March (morning)</li> <li>Wednesday, 31 May (morning)</li> <li>Wednesday, 06 September (morning)</li> <li>Wednesday, 22 November (morning)</li> </ul> Areas of focus for next meeting***	

*We anticipate the meeting should end at approximately 4:00pm.*

*The next meeting will be on: tbc*

*Paul Turpin, Chair of the Performance and Resources Committee*

## APPENDIX A

### ***Pharmacy Act 2007 Schedule 1, Section 9: Disclosure of certain interests***

9. (1) In this paragraph— “connected relative”, in relation to a person, means a spouse, a man and woman who are not married to each other but are cohabiting as husband and wife, parent, brother, sister, child or spouse of a child of the person;

“meeting” means a meeting of the Council or of a committee of the Council;

“member” includes a member of a committee of the Council;

“specified matter” means—

- (a) an arrangement to which the Council is a party or a proposed such arrangement, or
- (b) a contract or other agreement with the Council or a proposed such contract or agreement.

(2) A member present at a meeting where a specified matter arises who, otherwise than in his or her capacity as a member, has an interest in that matter—

- (a) shall at the meeting, disclose that fact and the extent of the interest,
- (b) may not influence or seek to influence a decision to be made in relation to the matter,
- (c) shall absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) may not vote on a decision relating to the matter, and
- (e) may not take part in any further deliberation of the Council or any of its committees relating to the matter.

(3) For the purposes of this paragraph, but without prejudice to the generality of *subparagraph (2)*, a member shall be regarded as having an interest in a matter if a connected relative of that member or a nominee of either of them has such an interest.

(4) The disclosure shall be recorded in the minutes of the meeting and, for as long as the specified matter is being dealt with by the meeting, the member making the disclosure may not be counted for the purposes of determining the presence of a quorum for the meeting.

(5) The question of whether a member’s course of conduct, is or would be a contravention of *subparagraph (2)* shall be determined by the chair, whose decision shall be final, and the particulars of the determination shall be recorded in the minutes of the meeting.

(6) Where the member referred to in *subparagraph (4)* is the chair, the meeting shall choose another member to chair it for the purposes of the determination.

(7) If satisfied that a member has contravened *subparagraph (2)*, the Minister may remove the member from office and that person is then disqualified from office.