

Agenda

Performance and Resources Committee
Meeting taking place on 19 May 2021 at 09h30
The meeting will be held online via 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
09h30	1.	Apologies	Chair
09h35	2.	Declaration of Interests (See Appendix A below)	Chair
09h40	3.	Approval of Agenda	Chair
09h45	4. 4.1	Draft Minutes Draft Minutes of Committee meeting held on 31 March 2021*	Chair
09h50	5. 5.1	2021 Work Plan Project Deliver the Year two objectives of our Business Transformation Programme – Project Health Card*	Head of Operations
10h00	6. 6.1 6.2 6.3	2021 Work Plan Project – Develop the Strategic Financing Review for PSI Review of assumptions underpinning the Strategic Financing Review* Overview of scenario modelling assumptions** Project Health Card*	Chair Chair Head of Operations
10h15	7. 7.1	2021 Work Plan Project – Implement an organisation and people development programme to underpin business transformation (ODP) Request for approval of 2021 budget re-allocation to support delivery and implementation of the ODP*	Registrar

	7.2	ODP Project Health Card*	
10h35	8. 8.1 8.1.1 8.1.2 8.2 8.2.1 8.2.2 8.2.3 8.3	Finance Management accounts and end-year financial forecast Approval of Management Accounts to 31 March 2021 for submission to Council* High level financial forecast to year-end* Treasury Management Revised Treasury Management Policy* Proposal to open a second deposit account with the National Treasury Management Agency (NTMA)* Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)* Update on 2020 PSI Procurement Plan delivery and contract extensions*	Finance and Operational Performance Manager
11h05	9 9.1 9.2	Disciplinary Committees Update on EOI for Disciplinary Committees* Appointments and Reappointment to the Disciplinary Committees for submission to Council*	Legal Affairs Manager
11h15	10. 10.1 10.2 10.2	Staffing and Recruitment matters Workforce planning and recruitment update* Development of PSI's new HR Strategy 2021-2023: overview of key elements** Update on new Employee Handbook***	Head of Operations
11h30	11 11.1 11.2 11.3 11.4	Service Plan Performance Update on 2021 Service Plan Project Health Tracker* EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI* Develop and commence delivery of a new HR Strategy 2021-2023* Enhance our customer services and engagement with key stakeholders by developing an improved website and improve our use of social media platforms*	Registrar
11h40	12 12.1	IT Updates ICT Security Polices for Council and Committee Members*	ICT Manager

	12.2	Cybersecurity update and overview of vulnerability assessment (March/April 2021)**	
12h00	13. 13.1 13.2	General matters Areas of focus for next meeting*** Recap of decisions taken at this meeting for Committee Report to Council***	Chair

We anticipate the meeting should end at approximately 12h15.

The next meeting will be on: 1 September 2021

To note: remaining dates for 2021 meetings: 17 November 2021

Graham Knowles, 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.