

Minutes of the Performance and Resources Committee meeting held on 30 March 2023 at 10.00 held in person at PSI House and via MS Teams

Agenda Item 1 – Apologies

Name	Role	Present (Yes/No)
Mr Paul Turpin (PT)	Chair	Yes
Ms Geraldine Crowley (GC)		Yes (online)
Mr Fintan Foy (FF)		No
Mr Roy Hogan (RH)		Yes (online)
Mr Mark Jordan (MJ)		No
Dr Ann McGarry (AM)		Yes
Ms Avril Ryan (AR)		No
Mr Sean Reilly (SR)		Yes (online)
Rory O'Donnell (ROD)	PSI Vice-President attending in an observer capacity	Yes (online)
Members of PSI staff in attendance included:		
Dr Lorraine Horgan (LH)	Yes	
Ms Joanne Kissane (JK)	Yes	
Ms Malika Hammani (MH)	Yes for Agenda Item 10.1-10.4	
Dr Cheryl Stokes (CS)	Yes for Agenda Item 8.3-11.3	
Ms Anne Diane Cheuffa (ADC)	Yes	
Ms Patience Tafuma (PT)	Yes (online) for Agenda Item 6.2, 6.3 and 7	
Mr Neil Wall (NW)	Yes	

Agenda Item 1 – Apologies

Information
Apologies were received from Ms Avril Ryan, Mr Fintan Foy, Mr Mark Jordan.

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 Mr Sean Reilly to his first Committee meeting. Ms Joanne Kissane apologised for not having been able to attend her first Committee meeting. Also, the PSI Vice-President attended the Committee meeting as an observer.

Decision Approved, and/or Action Requested

The Committee approved the agenda on the proposal of Mr Roy Hogan and seconded by Dr Ann McGarry.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 15 February 2023

Information

The minutes of the meetings held on 15 February 2023 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 15 February 2023 meeting, on the proposal of Dr Ann McGarry and seconded by Mr Roy Hogan.

Agenda Item 5 – Committee Terms of Reference

Agenda Item 5.1 Approval of the P&R Committee's Terms of Reference following annual review for recommendation to Council

Information

The Committee considered its terms of reference as part of the annual review. The Committee did not consider that any changes were required to its Terms of Reference on this occasion. The Committee noted the option to nominate up to a maximum of two external members to the Committee should essential skills not be available within the Council membership but did not consider this option needs to be exercised at this juncture.

Decision Approved, and/or Action Requested

The Committee agreed to approve the current terms of reference without any amendments on the proposal of Dr Ann McGarry and seconded by Mr Roy Hogan.

Agenda Item 6 - 2023 Work Plan Project – Embed our revised organisation and management structures and implement PSI’s HR Strategy 2021-2023 (incorporating Service Plan Strategic Objectives 3.3, 3.6 and 3.8)

Agenda Item 6.1 Presentation of the Organisation Development Project (ODP) proposed benefits

Information

The Committee was provided with a presentation on the Benefits Realised and Envisaged of the Organisation Development Project. The ODP is aimed at developing and implementing a target operating model which is aligned to the PSI’s Strategy and objective to become a more agile, responsive, innovative and creative organisation.

Agenda Item 6.2. Organisation Development Project (ODP) Health Card*

Information

The Committee noted the Organisation Development Project Health Card.

Agenda Item 6.3 HR Strategy 2021-2023 Project Health Card*

Information

The Committee noted the Health Card and was informed by the Executive that an update on the implementation of the HR Strategy would be provided at the Committee’s next meeting.

Agenda Item 7. HR and People matters

Agenda Item 7.1 Update on the implementation of PSI’s Blended Working Policy**

Information

The Committee was updated on the implementation of PSI’s Blended Working Policy. The Committee noted that progress has been made with ‘anchor days’ established as per the policy where everybody must attend at the office one day per month. The Committee also noted that it was intended that all applications for blended working will be reviewed and decisions delivered to staff by the end of April.

Agenda Item 7.2 Workforce planning and recruitment update*

Information

An update on workforce planning and recruitment was noted by the Committee. Also, the organisation structure, identifying the current approved posts and those currently vacant that had been circulated in advance to the Committee was discussed. The Committee also noted that out of the 11 sanctioned posts, 3 of these posts were approved and an open recruitment competition for these new posts will progress in Q2.

Agenda Item 8. 2023 Work Plan Project – Continue delivery of our Business Transformation Programme (BTP) and develop PSI's ICT strategy to assist with utilising new systems, data and digital tools to support our regulatory mission (incorporating Service Plan Strategic Objectives 3.1 and 3.2)

Agenda Item 8.1 Development of PSI's ICT Strategy 2024-2027: overview of areas of emerging strategic direction**

Information

An overview of PSI's ICT journey to date was presented to the Committee, from the PwC review in 2008 and the Pathfinder review in 2016 through to the accelerated developments arising from the pandemic. Also included were the development of the Business Transformation Programme, PSI's ICT security posture and plans for ICT and digital skills training. An overview was also provided of the main government strategies regarding ICT and the next steps to be taken in the development of the PSI's first ICT Strategy. The Committee discussed the time and resources involved in the development of the ICT strategy and the potential overlap with the current Business Transformation Programme. It was agreed that further discussion with the Committee on this project would be scheduled. The Committee also agreed that the benefits to be derived from this strategy should be documented as part of its development.

Agenda Item 8.2 Develop PSI's ICT Strategy Health Card*

Information

The Committee noted this project Health Card.

Agenda Item 8.3 BTP Project Health Card*

Information

The Committee was updated with an overview of the Business Transformation Project Health Card, which is still tracking red in overall project health. The Committee noted that engagement with the software vendor regarding the product quality issues leading to delayed delivery of the next phase of the project remains ongoing.

Agenda Item 9. ICT matters

Penetration testing and general cybersecurity update**

Information

The Committee was updated on penetration testing and general cybersecurity.

Agenda Item 10 Finance, treasury management and procurement matters

Agenda Item 10.1 Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics) *

Information

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

Agenda Item 10.2 Delivery of 2023 Procurement Plan – Q1 update*

Information

The Committee was updated on the 2023 Procurement Plan.

Agenda Item 10.3 Update on contract extensions*

Information

The Committee noted the contract extensions pending for 2023.

Agenda Item 10.4 2023 Work Plan Project: Complete PSI's Strategic Financing Review (SFR) (Service Plan Strategic Objective 3.4): Project Health Card*

Information

The project health card for the SFR Project was noted by the Committee.

Agenda Item 11 Service Plan Performance and Work Plan Projects

Agenda Item 11.1 Update on 2023 Service Plan Project Health Tracker

Information

The Committee noted the status of the 2023 Service Plan Project Health Tracker.

Agenda Item 11.2 2023 Work Plan Project: Develop and launch PSI's new website and implementation of our Communications and Engagement Strategy 2021-2023 (Service Plan Strategic Objective 3.5): Project Health Card*

Information

The Committee noted the Health Card in respect of the PSI's new website and noted that it was hoped to have a contract in place with a vendor soon.

Agenda Item 11.3 2023 Work Plan Project: EFQM-Embed the discipline and approaches underpinning the EFQM model in our ways of working and make our submission for ongoing EFQM recognition (Service Plan Strategic Objective 3.7): Project Health Card

Information

The Committee was presented with an overview of the EFQM Project Health Card and noted that the EFQM Project is postponed until 2024 due to resource prioritisation.

Agenda Item 12 General matters

Agenda Item 12.1 Areas of focus for next meeting

Information

The Committee will focus on the direction for the ICT Strategy and other scheduled 2023 Committee Workplan matters.


Agenda Item 12.2 Recap of decisions taken at this meeting for Committee Report to Council

Information

The Committee noted the decisions taken at the meeting and the Approval of Terms of Reference for consideration by the Council.

The meeting concluded at: 12.00hrs

Signed by:


Chair


Date