

## Minutes of the Performance and Resources Committee meeting held on 15 February 2023 at 14.00 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)		No
Mr Fintan Foy (FF)		Yes (online)
Mr Roy Hogan (RH)		Yes (online)
Mr Mark Jordan (MJ)		Yes (online)
Dr Ann McGarry (AM)		Yes (online)
Ms Avril Ryan (AR)		Yes (online)
Mr Sean Reilly (SR)		No
<b>Members of PSI staff in attendance included:</b>		
Dr Lorraine Horgan (LH)	Yes	
Ms Joanne Kissane (JK)	No	
Ms Malika Hammani (MH)	No	
Dr Cheryl Stokes (CS)	Yes (online) for Agenda Item 11.4	
Ms Anne Diane Cheuffa (ADC)	Yes	
Ms Patience Tafuma (PT)	No	
Mr Neil Wall (NW)	No	
Ms Aoife Mellett (AM)	Yes (online) for Agenda Item 6.4	

### Agenda Item 1 – Apologies

Information
Apologies were received from Ms Geraldine Crowley and Mr Sean Reilly.

### 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 Ms Avril Ryan to her first Committee meeting and Dr Lorraine Horgan returning to her substantive role as Head of Corporate Services. Also, the Chair thanked Ms Dorothy Dowling and Ms Katherine Morrow for their contributions to the Committee.

#### Decision Approved, and/or Action Requested

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

### Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 29<sup>th</sup> of November 2022

#### Information

The minutes of the meetings held on 29 November 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 29 November 2022 meeting, on the proposal of Dr Ann McGarry and seconded by Mr Fintan Foy.

### Agenda Item 5 Work Plan

#### Agenda Item 5.1 Approval of the P&R Committee 2023 work plan for recommendation to Council

#### Information

The Committee discussed its proposed 2023 Workplan. Regarding the strategic objective on the implementation of the revised organisation and management structures, the Committee requested that an additional activity be included to reflect the evaluation of the benefits realised and the reporting thereon to the Committee. Subject to this addition, the Committee agreed to recommend to Council the approval of the 2023 Workplan at its next meeting.

In relation to the review of the PSI House infrastructure, the attention of the Executive was drawn by the Committee to the BREEAM standards (an environmental assessment method



and rating system for buildings). This was noted by the Executive and will be considered as part of the building lifecycle review.

**Decision Approved, and/or Action Requested**

The Committee agreed to recommend to Council the approval of the Committee's work plan for 2023 at its next meeting on the proposal of Mr Mark Jordan and seconded by Mr Roy Hogan.

**Agenda Item 6. Approval of Procurement and contract management matters**

**Agenda Item 6.1 Approval of annual review of PSI Procurement Policy for recommendation to Council**

**Information**

The main revisions to the PSI Procurement Policy as part of its annual review were highlighted to the Committee. The Committee noted that the main change related to section 7.7 – Contract extension – and the revisions required to provide greater clarity on how extensions may be progressed. The Committee agreed to recommend the revised policy to Council for approval at its next meeting.

**Decision Approved, and/or Action Requested**

The Committee agreed to recommend to Council the approval of the revised Procurement Policy at its next meeting, on the proposal of Dr Ann McGarry and seconded by Mr Roy Hogan.

**Agenda Item 6.2. PSI Procurement Plan 2021-2023**

**Agenda Item 6.2.1. Approval of the revised PSI Corporate Procurement Plan 2021-2023 for recommendation to Council**

**Agenda Item 6.2.2. Approval of the 2023 Procurement Plan for recommendation to Council**

**Information**

The Committee considered the revised Corporate Procurement Plan 2021-2023 and noted the proposed updates. In relation to the review undertaken by the Executive of the plan's progress and in response to a query, the Committee was informed that the delayed commencement of certain of the procurement competitions was as a result, in the main, of the management changes end 2021 and associated resourcing consequences within the PSI during 2022.

The Committee also discussed the proposed 2023 Procurement Plan.

The Committee agreed to recommend the revised Corporate Procurement Plan 2021-2023, incorporating the proposed 2023 Procurement Plan, to Council for approval at its next meeting.

#### Decision Approved, and/or Action Requested

The Committee agreed to propose the revised Corporate Procurement Plan 2021-2023 for approval to Council on the proposal of Mr Fintan Foy and seconded by Dr Ann McGarry. The Committee also agreed to recommend to Council for approval the 2023 Procurement Plan on the proposal of Dr Ann McGarry and seconded by Ms Avril Ryan.

#### Agenda Item 6.3 Q1 2023 update on contract extensions

##### Information

The Committee was taken through the contract extensions for 2023. The Committee noted the contracts pending the conclusion of extension formalities and those to be extended in 2023.

#### Agenda Item 6.4 Update on contract expenditure with Grant Thornton in respect of PSI's Emerging Risks to the Pharmacist Workforce strategic project

##### Information

The Committee was updated regarding changes to the contracted expenditure with Grant Thornton in respect of the Emerging Risks to the Pharmacist Workforce strategic project. The Committee note that the additional expenditure remained within the overall allocation of the funding approved by Council for the delivery of all strategic objective projects in 2023.

#### Agenda Item 7. Financial and Treasury Management Matters

##### Agenda Item 7.1 Approval of revised bank signatories for recommendation to Council

##### Information

The Committee considered a proposal to update and revise the designated signatories for PSI financial institution accounts.

##### Decision Approved, and/or Action Requested

The Committee approved the revised financial institution signatories for recommendation to Council for approval at its next meeting, on the proposal of Mr Roy Hogan and seconded by Mr Fintan Foy.

##### Agenda Item 7.2 Draft financial outturn to 31 December 2022

##### Information

The Committee noted that the draft financial outturn to 31 December 2022 remained in progress as part of the development of the financial statements for 2022 and was not available for presentation to the Committee. The Committee was reassured by the Executive that nothing of concern was emerging from the end-year results.



Agenda Item 7.3 Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)

**Information**

The Committee was provided with an update on compliance with the Treasury Management Policy, and noted that PSI remains in compliance across all metrics.

Agenda Item 8. HR, People and Organisation Development matters

8.1 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).

**Information**

The Committee was provided with an update on the current status of the revised organisation and management structure (the Organisation Development Project – ODP) and associated work. The Committee noted the update and requested that an overview of the benefits to be realised from this project be presented to the Committee at its next meeting.

**Decision Approved, and/or Action Requested**

The Committee requested that the ODP benefits be presented to the Committee at its next meeting.

Agenda Item 8.2 HR Strategy Project Health Card

**Information**

The Committee was provided with an update on the Health Card and the progress on strategy implementation which was noted.

Agenda Item 8.3 Workforce planning and recruitment update

**Information**

An update on workforce planning and recruitment was presented to the Committee. The Committee noted that PSI currently has sanction for 49 posts. The Committee also noted that PSI currently has 9 staff who are employed on an agency basis.

The Committee asked if it would be possible, when presenting the resourcing update, to include an overview of current approved posts and the level of vacancies within the organisation. The Executive agreed to include this information for future reporting purposes.

Agenda Item 9. 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 9.1 BTP Project Health Card

##### Information

The Committee was presented 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 9.2 Develop PSI's ICT Strategy Health Card

##### Information

The Committee noted the ICT Strategy Health Card, which is tracking green in overall project health. The Committee also noted that the Executive would be engaging with the Committee at its next meeting in relation to the proposals for the emerging strategic direction for PSI's ICT Strategy.

#### Agenda Item 10 ICT matters

#### Agenda Item 10 Penetration testing and general cybersecurity update

##### Information

The Committee was provided with an update on the status of actions progressed following the last penetration test, the results of which had been reported at the Committee's last meeting in November 2022.

#### Agenda Item 11 Service Plan Performance

#### Agenda Item 11.1 Update on 2023 Service Plan Project Health Tracker

##### Information

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

#### Agenda Item 11.2 Complete PSI's Strategic Financing Review (SFR) (Service Plan Strategic Objective 3.4): Project Health Card\*

##### Information

The Committee noted the Health Card for the PSI's Strategic Financing Review.

#### Agenda Item 11.3 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 in the near future.

Agenda Item 11.4 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 organisation's focus in 2023 would be on embedding the EFQM model across the PSI.

Agenda Item 12 General matters

Agenda Item 12.1 Revised date for the next meeting for approval: Thursday, 30 March, 10-13h00 (instead of 29 March)

#### Information

The revised proposed date for the next Committee meetings on Thursday, 30 March was approved.

#### Decision Approved, and/or Action Requested

The Committee agreed the revised proposed date of Thursday, 30 March on the proposal of Mr Mark Jordan and seconded by Ms Avril Ryan.

Agenda Item 12.2 Areas of focus for next meeting

#### Information

As well as the Work Plan areas to be presented at the next meeting, including the consideration of the direction for the ICT Strategy, the Committee will review the benefits of the Organisation Development Project (ODP). The Committee also requested an update on the implementation of the Blended Working Policy be provided.

The Chair advised that, for the purposes of organisational memory and business continuity, the PSI Vice-President would be invited to attend the next meeting of the Committee in an observer capacity.

Agenda Item 12.3 Recap of decisions taken at this meeting for Committee Report to Council

#### Information

The Committee noted the decisions taken at the meeting for consideration by the Council.

The meeting concluded at: 16.10hrs

Signed by:

Pau O'Mahon  
Chair

30/03/2023  
Date