

Agenda

Performance and Resources Committee

Meeting taking place on 30 March 2023 at 10h00

The meeting will be hybrid and held at PSI House and 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
10h00	1.	Apologies	Chair
10h02	2.	Declaration of Interests (See Appendix A below)	Chair
10h05	3.	Approval of Agenda	Chair
10h08	4.	Approval of draft Minutes of Committee meeting held on 15 February 2023*	Chair
10h15	5. 5.1	Committee Terms of Reference Approval of the P&R Committee's Terms of Reference following annual review for recommendation to Council*	Chair
10h25	6. 6.1 6.2 6.3	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) Presentation of the Organisation Development Project (ODP) proposed benefits** Organisation Development Project (ODP) Health Card* HR Strategy 2021-2023 Project Health Card*	Registrar Head of Corporate Services/Strategic HR Manager
10h50	7. 7.1 7.2	HR and People matters Update on the implementation of PSI's Blended Working Policy** Workforce planning and recruitment update*	Strategic HR Manager Head of Corporate Services

11h00	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)	
	8.1	Development of PSI’s ICT Strategy 2024-2027: overview of areas of emerging strategic direction**	Head of Corporate Services/ICT & Corporate Reporting Manager
	8.2	Develop PSI’s ICT Strategy Health Card*	
	8.3	BTP Project Health Card*	Head of Governance and Programme Delivery
11h20	9	ICT matters Penetration testing and general cybersecurity update**	ICT & Corporate Reporting Manager
11h30	10.	Finance, treasury management and procurement matters	Finance and Support Services Manager
	10.1	Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)*	
	10.2	Delivery of 2023 Procurement Plan – Q1 update*	
	10.3	Update on contract extensions*	
	10.4	2023 Work Plan Project: Complete PSI’s Strategic Financing Review (SFR) (Service Plan Strategic Objective 3.4): Project Health Card*	
11h45	11	Service Plan Performance and Work Plan Projects	Registrar
	11.1	Update on 2023 Service Plan Project Health Tracker*	
	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*	Acting Head of Strategic Policy and Communication
	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 *	Head of Governance and Programme Delivery
12h00	12.	General matters	Chair
	12.1	Areas of focus for next meeting***	
	12.2	Recap of decisions taken at this meeting for Committee Report to Council***	

***We anticipate the meeting should end at approximately 12h10.
The next meeting will be on: Wednesday, 31 May 2023 at 10h00.
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.