
Agenda Item F.1

Report on material decisions of the Performance & Resources Committee

From: Paul Turpin, Chair, Performance and Resources Committee

The Performance and Resources Committee met on Wednesday, 13 April 2022 and on Wednesday, 30 March 2022 by MS Teams in light of the COVID-19 Public Health Emergency.

The agenda items below refer to the matters before Council for decision. The agendas from the Committee meeting can be found in Annex 1 and Annex 2 and highlight the additional items that the Committee discussed.

Wednesday, 13 April 2022.

Agenda Item 5.1 Recommendation to Council to increase the BTP change budget to enable drawdown of funds for additional phases of the Business Transformation Programme

The Committee discussed the recommendation of the Business Transformation Programme Steering Group and the Business Transformation Programme Board and are recommending to Council to increase the change budget, to be drawn down from general reserves to fund additional phases of the Business Transformation Programme, which will be discussed in more detail in the private Council meeting due to the commercially sensitive nature of the discussion.

Wednesday, 30 March 2022.

There were no material decisions made at the meeting on 30 March 2022 and therefore no items are before Council for consideration from this meeting.

Annex 1 – Agenda: Performance and Resources Committee, Wednesday, 13 April 2022.



Agenda

Performance and Resources Committee
Meeting taking place on 13 April 2022 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.	Agreement on the meeting agenda	Chair
09h45	4.	Approval of Draft Minutes of Committee meeting held on 30 March 2022 deferred to June 1st meeting	Chair
09h50	5.	2022 Work Plan Project – Continue delivery of our Business Transformation Programme (BTP)	Acting Head of Corporate Services and Chair of the Programme Board
	5.1	Recommendation to Council to increase the BTP change budget to enable drawdown of funds for additional phases of the Business Transformation Programme*	
09h55	6.	Any other business	Chair
	6.1	As tabled under item 3.	

We anticipate the meeting should end at approximately 10:00am.

The next meeting will be on: 01 June 2022

Paul Turpin, Chair of the Performance and Resources Committee

Annex 2-Agenda: Performance and Resources Committee, Wednesday, 30 March 2022.

Agenda

Performance and Resources Committee
Meeting taking place on 30 March 2022 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.	Draft Minutes of Committee meeting held on 17 November 2021*	Chair
09h50	5. 5.1 5.2	2022 Work Plan Project – Strategic Financing Review (SFR) for the PSI Update on development of new PSI Reserves Policy* SFR Project Health Card*	Acting Head of Corporate Services & Strategic Financing Project Manager
10h10	6. 6.1 6.2 6.3	Finance matters Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)** Update on 2022 PSI Procurement Plan delivery and contract extensions* Update on status of procurement for the establishment of a panel of Legal Assessors*	Business Support and Finance Manager Fitness to Practise and Legal Affairs Manager
10h30	7. 7.1 7.2	HR matters 2022 Work Plan Project – Embed our revised organisation and management structures and implement our HR Strategy 2021-2023. 7.1.1 Organisation Development Project (ODP) Health Card* HR Strategy 2021-2023 7.2.1 HR Strategy Project Health Card* 7.2.2 HR Strategy implementation plan update*	Interim Registrar Acting Head of Corporate Services and HR Lead

	7.3	Workforce planning and recruitment update*	
10h50	8.	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 and BTP Project Manager
	8.1	BTP Project Health Card*	
	8.2	ICT Strategy Health Card*	
11h00	9.	ICT matters Penetration testing and general cybersecurity update**	ICT & Corporate Reporting Manager
11h10	10 10.1 10.2 10.3	Service Plan Performance Update on 2022 Service Plan Project Health Tracker* EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI: Project Health Card* Implementation of the PSI’s Communications and Engagement Strategy 2021-2023- New PSI Website: Project Health Card*	Interim Registrar
11h20	11. 11.1 11.2 11.3	General matters For the purpose of the Minutes: Written decision made by the Committee following its last meeting to be read onto the record*** 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 11:30am.

The next meeting will be on: 01 June 2022

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.