

Minutes of the Performance and Resources Committee meeting held on 6 September 2023 at 10:00 in a hybrid format – in-person at PSI House and online via MS Teams.

Name	Role	Present (Yes/No)
Dr Ann McGarry (AM)	Committee Chair	Yes
Ms Geraldine Crowley (GC)	Committee Member	Yes (online)
Mr Mark Jordan (MJ)	Committee Member	Yes (online)
Mr Sean Reilly (SR)	Committee Member	Yes (online)
Members of PSI staff in attendance included:		
Dr Lorraine Horgan (LH)	Yes	
Ms Joanne Kissane (JK)	Yes	
Ms Eileen Troy (ET)	Yes, until Agenda Item 14	
Dr Cheryl Stokes (CS)	Yes (online), for Agenda Item 10.1 - 14.3	
Ms Anne Diane Cheuffa (ADC)	Yes, from Agenda Item 4	
Ms Patience Tafuma (PT)	Yes, for Agenda Item 11 - 13.2	
Mr Neil Wall (NW)	Yes, for Agenda Item 10.2 - 11.1	
Ms Aoife Mellett (AM)	Yes (online), for Agenda Item 6.4 – 8	
Ms Isabel Turnock (IT)	Yes	

Agenda Item 1 – Apologies

Information

There were no apologies received. The Chair noted that this was Ms Geraldine Crowley's and Mr Mark Jordan's last meeting with the Committee due to the completion of their term of office on the Committee.

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.

Decision Approved, and/or Action Requested

The Committee approved the agenda on the proposal of Mr Mark Jordan and seconded by Mr Sean Reilly.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 31 May 2023

Information

The Minutes of the meeting held on 31 May 2023 were considered by the Committee, and no changes had been notified in advance of the meeting. The Committee expressed concern at the length of time between the date of the meeting and receipt of the Minutes from previous meetings and recommended a more timely delivery of meeting Minutes. The Committee also noted that the discussion in May regarding online payments required further information to be gathered and would be addressed in the November Committee meeting.

Decision Approved, and/or Action Requested

The Committee approved the Minutes of the 31 May 2023 meeting on the proposal of Ms Geraldine Crowley and seconded by Mr Mark Jordan.

Agenda Item 5 – Approval of Management Accounts to 30 June 2023 for recommendation to Council

Information

The Committee discussed the management accounts to 30 June 2023, noting key income variances in the accounts, particularly increased income from TCQR applications.

The Committee noted the legal expenditure relating to two confidential matters, which have since been concluded and was informed that additional related expenditure will be included in the Q3 accounts. The Committee expressed its concern about oversight of expenditure on confidential matters and Committee approval of such matters with limited information available. The Committee discussed the role of the Audit and Risk Committee and External Auditors in such instances, and the Committee Chairperson confirmed the inclusion of these concerns in the report to Council.

The Committee also discussed PSI's pre-existing Superannuation Scheme and its funding and recommended that the previous explanatory note on this matter be recirculated for the November Committee meeting.

Decision Approved, and/or Action Requested

The Committee agreed to recommend the approval of the management accounts to Council, noting the additional legal costs concerning confidential matters.

The Accounts were approved on the proposal of Mr Mark Jordan and seconded by Ms Geraldine Crowley.

Agenda Item 6 – Procurement Matters

Agenda Item 6.1 – Approval of revised PSI Procurement Policy to give effect to Circular no 05/2023: Initiatives to assist SMEs in Public Procurement

Information

The Committee reviewed the revised Procurement Policy, intended to give effect to Circular 05/2023. The threshold value at which contracting authorities are required to advertise all contracts for goods and services on eTenders has increased to €50,000 (exclusive of VAT) up from €25,000. This will impact how PSI procures intermediate-value goods and services. The Executive noted an amendment to the Intermediate Value Purchases information on page 5 of the revised Procurement Policy to clarify expenditure values for works-related services. The Committee also noted the ability of PSI to access OGP FWA's, which have different LOTS established with different expenditure requirements, which enables very efficient procurement processes to be undertaken at various times.

Decision Approved, and/or Action Requested

The approval of the revised Procurement Policy was proposed by Mr Sean Reilly and seconded by Mr Mark Jordan.

Agenda Item 6.2 – Delivery of 2023 Procurement Plan - update to 28 August 2023

Information

The Committee was updated on the delivery of the procurement plan to 28 August 2023. The Committee noted the expected progression of the procurement of legal assessors with the support of procurement experts, as well as remote hearings. The Committee noted that no action is required regarding notebook procurement at present, but this could be revisited in 2024 under the new OGP framework. The Committee also discussed whether a change in the level of reporting might be required with the implementation of the circular changes. The Executive undertook to review this for the Committee when considering the revised Corporate Procurement Plan and Procurement Policy.

Agenda Item 6.3 – Update on contract extensions

Information

The Committee noted the contract extension pending for 2023 regarding Stenography services. The Committee heard that two 12-month extensions are available on the initial 2-year contract, the first of which will be utilised. The Committee noted the contract owners are satisfied with the service being delivered.

Agenda Item 6.4 – Update on the contract with the RCSI for the delivery of the Irish Institute of Pharmacy Services.

Information

The Committee noted that in October 2022, Council approved a two-year extension of the contract between RCSI and PSI. An initial 12-month contract extension was provided, which is due to expire on 30 April 2024. The Registrar has now approved a final 12-month extension of the contract to allow for the implementation of any recommendations from the CPD Model Review, including the drafting of Rules, and to allow sufficient time for public procurement of future services.

Agenda Item 7 – Treasury Management: Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)

Information

The Committee was updated on compliance with the Treasury Management Policy and that PSI is compliant across all metrics.

Agenda Item 8 – Update on contracted expenditure with Mazars in respect of PSI's strategic project: Review of the Continuing Professional Development Model for Pharmacists

Information

The Committee was provided with an update on costs associated with PSI's strategic project, which has been extended due to the internal prioritisation of another strategic project (Emerging Risks to the Future Pharmacy Workforce) and a delay in milestone delivery by the external Consultants. The Committee noted the cost absorption associated with the extension of this project was agreed to be split into one-third absorption by PSI and two-thirds absorption by Mazars. The 2022 budget relating to this project had accounted for some notional days which might need to be drawn down, and therefore, the sum of €1,800 (ex VAT) is the remaining sum which will need to be drawn down from the reserves.

Agenda Item 9 – 2023 Work Plan Project: Complete PSI's Strategic Financing Review (SFR) (Service Plan Strategic Objective 3.4)

Agenda Item 9.1 – SFR Health Card

Information

The Committee noted that the target delivery dates concerning the SFR have been extended, with a proposed extension of the final deliverable to April 2024. The Committee noted that the organisation remains well-provisioned, and no risk is presented in extending this multi-annual project. The Committee noted that a report on a review of the infrastructure of PSI House will be available for the November Committee meeting.

Agenda Item 10 – 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).

Agenda Item 10.1 – BTP Project Health Card

Information

The Committee noted the successful deployment of Phase 1.1 of this project and noted the Project Health Card is currently trending amber, pending a decision regarding the contract.

Agenda Item 10.2 – Develop PSI's ICT Strategy Health Card

Information

The Committee were advised that procurement of external expertise has been completed and that the views of the Council regarding the strategy would be sought during the October training and development day. It is intended that the Committee will consider the ICT Strategy at its November meeting.

Agenda Item 11 – ICT matters

Agenda Item 11.1 – Penetration testing and general cyber security update

Information

The Committee was provided with an update on penetration testing completed in March and the subsequent report received in April, which simulates a cyber-attack on the organisation. The Committee noted that the testing resulted in the best cyber security result received by PSI to date and that resolution of one low-level action is to be completed with the vendor. The Committee received an update on the vulnerability test completed in July, with the report being received in August, looking for known cybersecurity weaknesses. The Committee noted that medium and low-level actions remain in progress with the vendors.

Agenda Item 12 – 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 12.1 – Organisation Development Project (ODP) Health Card

Information

The Committee noted the project health card, currently trending red. The Committee received an update of the postponement of some dates into 2024, and a review of the operating model commencing in Q4. The Committee also noted the progress in the sanction of six new posts by the DoH.

Agenda Item 12.2 – Extension of HR Strategy period to 2024 for approval and recommendation to Council

Information

The Committee was requested to consider extending the HR strategy from the end of 2023 to the end of 2024. The Committee noted that Council has already agreed to extend the corporate strategy by one year. The Committee agreed to approve the recommendation to extend the HR strategy by one year, in alignment with the corporate strategy.

Decision Approved, and/or Action Requested

The extension of the strategy was approved by the Committee, as proposed by Ms Geraldine Crowley and seconded by Mr Mark Jordan.

Agenda Item 12.3 – HR Strategy 2021-2023 Project Health Card

Information

The Committee received an update on the HR Strategy Health Card, noting no significant issues to be flagged. The Committee noted the change to some deadlines to 2024. The Employee Engagement Survey is expected to be completed by the end of October.

Agenda Item 13 – HR and People Matters

Agenda Item 13.1 – Update on the implementation of PSI's Blended Working Policy

Information

The Committee noted the success of the Blended Working Policy and the commitment to review effectiveness within 6 months through commissioning a review by an external party.

Agenda Item 13.2 – Workforce planning and recruitment update

Information

The Committee discussed PSI's recent appointments and current competitions. The Committee received an update on expected progress in Q3 and Q4, working with the Department of Health to resubmit business cases and sanction further posts. The Committee noted the challenges in recruitment at present.

Decision Approved, and/or Action Requested

The Committee requested a reporting matrix for the PSI workforce, including a total count of permanent and temporary staff and vacant posts.

Agenda Item 14 – Service Plan Performance and Work Plan Projects

Agenda Item 14.1 – Update on 2023 Service Plan Project Health Tracker*

Information

The Committee received an update on the Service Plan Project Health Tracker, of which 3 of 15 projects are trending green, 9 are amber, and 1 is red. The Committee noted that the project on Stakeholder Engagement with key stakeholders on Sláintecare implementation and pharmacy integration was superseded by the Minister's Programme of work and is no longer operational. The Committee discussed the progress on a delineated model of pharmacy. The Committee discussed the importance of adaptability in the Service Plan and the potential to remove items from the plan rather than decrease priority for 2024. The Committee noted the challenges in implementing the ambitious corporate strategy and the careful consideration required when drafting the next strategy.

Agenda Item 14.2- 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 that the Project Health card for PSI's new website is currently trending amber. The Committee noted delivery of the website has been delayed until mid-2024, with a specific date to be agreed upon entry into contract with the vendor. The Committee discussed the benefits of updating the website, including using a supported operating system, allowing content to be searchable, and increasing accessibility for general use and interactivity for queries. The Committee notes the project will remain red for the remainder of the year.

Agenda Item 14.3- 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 noted the EFQM Project Health Card, currently trending green. The Committee noted the focus for the remainder of 2023 is highlighting tools available under the EFQM model to staff and planning for the 2024 submission.

Agenda Item 15 – General matters

Agenda Item 15.1 – Review of P&R Committee 2023 Workplan and areas of focus for next meeting*

Information

The Committee noted the November meeting workplan projects, including a year-end forecast to the Management Accounts and the review of the report on building optimisation. The Committee also noted the review of the ICT strategy will be available for the November meeting together with consideration of the online payments following additional information gathering. The Committee expects to conduct the Annual review of the Committee's performance, and a review of superannuation contributions.

Agenda Item 15.2- Recap of decisions taken at this meeting for Committee Report to Council

Information

The Committee noted the decisions taken at the meeting, including the items approved for recommendation to Council (the Management Accounts to June, revised Procurement Policy, and extension of the HR strategy to 2024.) The Committee noted the inclusion in the report to Council regarding additional legal costs. The Committee requested a report on the PSI workforce in the November meeting, noting the commitment to delivering the meeting minutes within the agreed timeframe.

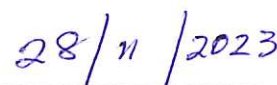
The Committee thanked Mr Mark Jordan and Ms Geraldine Crowley for their service on the Committee and wished them well.

Meeting Concluded at 12.02 p.m.

Signed by:



Chair



Date