Minutes of the Performance and Resources Committee meeting held on 31 May 2023 at 10.00 in a hybrid format – in-person at PSI House and online via MS Teams

Name	Role	Present (Yes/No)
Mr Paul Turpin (PT)	Chair	Yes
Ms Geraldine Crowley (GC)		Yes (online)
Mr Fintan Foy (FF)		Yes (online) (till 11h00)
Mr Roy Hogan (RH)		Yes
Mr Mark Jordan (MJ)		No
Dr Ann McGarry (AM)		Yes
Ms Avril Ryan (AR)		No
Mr Sean Reilly (SR)		Yes (online)
Mr 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 5, 6 and 8	
Dr Cheryl Stokes (CS)	Yes, for Agenda Item 10.1 and 14.3	
Ms Anne Diane Cheuffa (ADC)	Yes	
Ms Patience Tafuma (PT)	Yes, for Agenda Item 11.2 and 12	
Mr Neil Wall (NW)	Yes, for Agenda Item 10.2 and 13.1	
Ms Aoife Mellett (AM)	Yes (Online) for Agenda Item 7	
Ms Laura Irwin (LI)	Yes, for Agenda Item 9	

Agenda Item 1 – Apologies

Information
Apologies were received from Ms Avril Ryan and 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 PSI Vice-President, Mr Rory O'Donnell, attended the Committee meeting as an observer. Mr Fintan Foy attended the first hour of the meeting and departed at 11h00.

Decision Approved, and/or Action Requested
The Committee approved the agenda on the proposal of Dr Ann McGarry and seconded by Mr Roy Hogan.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 30 March 2023

Information
The minutes of the meetings held on 30 March 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 30 March 2023 meeting, on the proposal of Mr Roy Hogan and seconded by Dr Ann McGarry.

Agenda Item 5 – Treasury Management
Agenda Item 5.1 Approval of Treasury Management following annual review for recommendation to Council

Information
The Committee discussed the revision of the Treasury Management Policy as part of the annual review of the policy. The Committee noted the departures of both Ulster Bank and KBC from the Irish market. The Committee discussed the Maturity and Liquidity Management Risk limits. It was agreed that a minimum of funds invested under one year be set at 50% with the maximum remaining at 100% of available funds. The Committee proposed to update Appendix 2 of the Treasury Management Policy to reflect this revision to the risk limit. The Committee agreed to recommend the approval of the revised Treasury Management Policy to Council at its next meeting incorporating this change.
Decision Approved, and/or Action Requested

> The Committee agreed to approve the Treasury Management Policy on the proposal of Mr Fintan Foy and seconded by Mr Roy Hogan.

Agenda Item 5.2 Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)

Information

The Committee was updated on the quarterly review of compliance with the Treasury Management Policy invested funds and policy across all metrics.

Agenda Item 6. Financial Management and procurement matters

Agenda Item 6. 1 Approval of Management Accounts to 31 March 2023 for recommendation to Council

Information

The Committee discussed the management accounts to 31 March 2023. All variances in the accounts were noted and the Committee agreed to recommend to Council the approval of the management accounts at its next meeting.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council the approval of the management accounts at its June meeting on the proposal of Dr Ann McGarry and seconded by Mr Roy Hogan.

Agenda Item 6.2 Delivery of 2023 Procurement Plan - Q1 update

Information

The Committee was updated on the procurement plan delivery. The Committee noted progress on the current Equivalence Examination for the current Third Country Qualification Recognition (TCQR) process and also the plans for the procurement elements associated with the operationalising of the new TCQR route. Further updates on these matters will be provided to the Committee at its September meeting.

Agenda Item 6.3 Update on contract extensions

Information

The Committee was informed that there was no proposed contract extensions to bring to the attention of the Committee following the last meeting.

Agenda Item 7. Strategic Objectives 2023 budget expenditure
Agenda Item 7.1 Update on contracted expenditure with Grant Thornton in respect of PSI's 'Emerging Risks to the Pharmacist Workforce' strategic project

Information
The Committee was provided with an update on the additional expenditure with Grant Thornton in respect of PSI's Emerging Risks Workforce Project.

Agenda Item 8. 2023 Work Plan Project: Complete PSI's Strategic Financing Review (SFR) (Service plan Strategic Objective 3.4)
Agenda Item 8. 1 Update on SFR model and underpinning assumptions

Information
The Committee was presented with a summary of developments to date regarding the SFR. It was noted there will be an update in September.

Agenda Item 8.2 SFR Project Health Card

Information
The Committee noted the SFR Project Health Card.

Agenda Item 9. Online registration application and payment methods
Agenda Item 9.1 Online-only continued registration and payment statements for approval and recommendation to Council

Information
The Committee was updated on the 'digital first' policy approach for continued registration and payment methods in line with the Council's Digital First Policy Statement. The Committee discussed the current status regarding the processing of paper-based registration applications and the payment of accompanying fees using paper money. In order to consider this matter further, the Committee requested that further information and data be provided to it.

Decision Approved, and/or Action Requested
The Committee requested a more detailed overview of the current status so that it could consider the matter for recommendation to Council.

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 3.2)

Agenda Item 10.1 BTP Project Health Card

Information
The Committee was presented with an overview of the Business Transformation Project Health Card. It was noted that the deployment date is deferred by one month to the end of July 2023.

Agenda Item 10.2 Develop PSI's ICT Strategy Health Card

Information
The Committee was updated on the Development of PSI's ICT Strategy Health Card. The changed timeframe was noted and the delivery to Council of a draft ICT Strategy by December 2023.

Agenda Item 11. 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 11.1 Organisation Development Project (ODP) Heath Card

Information
The Committee was presented with an overview of the Organisation Development Project (ODP) Health Card and noted that the ODP is tracking amber. Changes to the target delivery dates were discussed and noted by the Committee.

Agenda Item 11.2 Update on HR Strategy implementation

Information
The Committee was provided with an update on implementation of the HR Strategy.

Agenda Item 11.3 HR Strategy 2021-2023 Project Health Card

Information
The Committee was presented with an overview of the HR Strategy Health Card and progress to date on the key deliverables.

Agenda Item 12. HR and People matters

Agenda Item 12.1 Update on the implementation of PSI's Blended Working Policy

Information
The Committee was updated on progress with implementation of PSI's Blended Working Policy. The Committee noted the progress made.

Agenda Item 12.2 Workforce planning and recruitment update

Information
An update on workforce planning and recruitment was presented and noted by the Committee.

Agenda Item 13 ICT matters
Agenda Item 13.1 Penetration testing and general cybersecurity update

Information
The Committee was updated on the results of the penetration testing and general cybersecurity matters.

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

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 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 shortly.

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 was presented with an overview of the EFQM Project Health Card.

Agenda Item 15 General matters

Information
The Registrar acknowledged the invaluable input to all meetings by the Chair, Mr Paul Turpin, and by Mr Roy Hogan, Mr Fintan Foy and Ms Avril Ryan whose terms as Committee members were finishing shortly, and thanked those Committee members for their beneficial insights and contributions.

Agenda Item 15.1 Areas of focus for next meeting

Information
Online registration application and payment methods to be considered further.

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 and the approval of the revised Treasury Management Policy and the approval of the management accounts to 31 March 2023.

The meeting concluded at: 12.13hrs

Signed by:

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Chair   **Date**