

## Agenda

**Performance and Resources Committee**  
**Meeting taking place on 15 February 2023 at 14h30**  
**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
14h30	1.	Apologies	Chair
14h32	2.	Declaration of Interests (See Appendix A below)	Chair
14h35	3.	Approval of Agenda	Chair
14h38	4.	Approval of draft Minutes of Committee meeting held on 29 November 2022*	Chair
14h45	5. 5.1	Work Plan Approval of the P&R Committee 2023 Workplan for recommendation to Council*	Chair
14h55	6. 6.1  6.2  6.3  6.4	Procurement and contract management matters Approval of annual review of PSI Procurement Policy for recommendation to Council*  PSI Corporate Procurement Plan 2021-2023: 6.2.1: Approval of the revised PSI Corporate Procurement Plan 2021-2023 for recommendation to Council* 6.2.2: Approval of the 2023 Procurement Plan for recommendation to Council*  Q1 2023 update on contract extensions*  Update on contracted expenditure with Grant Thornton in respect of PSI's 'Emerging Risks to the Pharmacist Workforce' strategic project*	Finance and Support Services Manager        Head of Practitioner Assurance

15h25	7.	Financial and treasury management matters	
	7.1	Approval of revised bank signatories for recommendation to Council*	Finance and Support Services Manager
	7.2	Draft financial outturn to 31 December 2022**	
	7.3	Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)*	
15h40	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). Organisation Development Project (ODP) Health Card*	Registrar/Strategic HR Manager
	8.2	HR Strategy Project Health Card*	Strategic HR Manager
	8.3	Workforce planning and recruitment update*	
15h55	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)	
	9.1	BTP Project Health Card*	Head of Governance and Programme Delivery
	9.2	Develop PSI’s ICT Strategy Health Card*	ICT & Corporate Reporting Manager
16h05	10	ICT matters Penetration testing and general cybersecurity update**	ICT & Corporate Reporting Manager
16h15	11	Service Plan Performance and Work Plan Projects	
	11.1	Update on 2023 Service Plan Project Health Tracker*	Registrar
	11.2	Complete PSI’s Strategic Financing Review (SFR) (Service Plan Strategic Objective 3.4): Project Health Card*	Finance and Support Services Manager
	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*	Acting Head of Strategic Policy and Communication
	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 *	Head of Governance and Programme Delivery

16h30	12.	General matters	Chair
	12.1	Revised date for next Committee meeting for approval: <ul style="list-style-type: none"> <li>Thursday, 30 March – 10-13h00 (instead of 29 March)</li> </ul>	
	12.2	Areas of focus for next meeting***	
	12.3	Recap of decisions taken at this meeting for Committee Report to Council***	

***We anticipate the meeting should end at approximately 16h40.***

***The next meeting will be on: new date to be set for next meeting in 2023 (see item 12.1)***

***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.