

## Agenda

### Performance and Resources Committee

Meeting taking place on 28 November 2023 at 14h00

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
14h00	1.	Apologies	Chair
14h02	2.	Declaration of Interests (See Appendix A below)	Chair
14h05	3.	Approval of Agenda*	Chair
14h08	4.	Approval of draft Minutes of Committee meeting held on 6 September 2023*	Chair
14h10	5. 5.1  5.2	Management Accounts Approval of Management Accounts to 30 September 2023 for recommendation to Council*  High-level overview of year-end forecast**	Finance and Support Services Manager
14h25	6. 6.1  6.2  6.3	2024 Budget PSI Draft 2024 Service Plan*  Review of 2024 Budget for recommendation to Council*  Request for creation of new 3-year fixed-term contract post of Advanced Practice Coordinator to be funded from the reserves for recommendation to Council*	Registrar  Registrar and Finance and Support Services Manager  Registrar
14h55	7.	PSI Reserves Policy Annual review of PSI's Reserves Policy for recommendation to Council*	Finance and Support Services Manager

15h05	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) – Part I	Head of Governance and Programme Delivery
	8.1	Proposal from the BTP Programme Board to drawdown funds for Phase 2 of the Business Transformation Programme for recommendation to Council*	
	8.2	BTP Project Health Card*	
15h30	9.	Climate Action Roadmap Review of proposed Climate Action Roadmap 2022-2023 for recommendation to Council*	Head of Corporate Services / Finance and Support Services Manager
15h40	10.	Online continued registration applications Update on approach to online continued registration applications and payment methods for recommendation to Council*	Head of Community Pharmacy Assurance
15h50	11.	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) – Part II	
	11.1	Overview of proposed PSI ICT Strategy 2024–2027 – presentation to Committee by Auxilion**	Auxilion
	11.2	Develop PSI’s ICT Strategy Health Card*	ICT and Corporate Reporting Manager
16h10	12.	Other ICT matters	
	12.1	Penetration testing and general cybersecurity update*	ICT & Corporate Reporting Manager
16h15	13.	2023 Work Plan Project: Complete PSI’s Strategic Financing Review (SFR) (Service Plan Strategic Objective 3.4)	
	13.1	Update on SFR model assumptions*	Head of Corporate Services/Finance and Support Services Manager
	13.2	SFR Project Health Card*	
16h30	14.	Procurement, Superannuation and Treasury Management	
	14.1	Approval of revised bank signatories for recommendation to Council*	Finance and Support Services Manager
	14.2	Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)*	
	14.3	Delivery of 2023 Procurement Plan – update to 28 August 2023*	
	14.4	Update on contract extensions*	
	14.5		

	14.6	<p>Briefing note on the pre-existing superannuation scheme (PSI Superannuation Scheme 2016)*</p> <p>Annual review of superannuation contributions and compliance with superannuation legislation and schemes**</p>	
16h45	15.  15.1  15.2	<p>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)</p> <p>Organisation Development Project (ODP) Health Card*</p> <p>HR Strategy 2021-2023 Project Health Card*</p>	Registrar  Strategic HR Manager
16h50	16 16.1  16.2	<p>Other HR and People matters</p> <p>Update on the implementation of PSI’s Blended Working Policy***</p> <p>Workforce planning and recruitment update*</p>	Strategic HR Manager
17h00	17 17.1  17.2   17.3	<p>Service Plan Performance and Work Plan Projects</p> <p>Update on 2023 Service Plan Project Health Tracker*</p> <p>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*</p> <p>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 *</p>	Registrar  Head of Strategic Policy and Communication  Head of Governance and Programme Delivery
17h05	18. 18.1   18.2  18.3	<p>General matters</p> <p>Proposed dates of meetings in 2024 for approval:***</p> <ul style="list-style-type: none"> <li>Wednesday, 21 February – 09h30-12h30 (prior to 7 March Council meeting)</li> <li>Wednesday, 10 April – 09h30-12h30 (prior to 25 April Council meeting)</li> <li>Thursday, 30 May – 09h30-12h30 (prior to 20 June Council meeting)</li> <li>Thursday, 12 September – 09h30-12h30 (prior to 3 October Council meeting)</li> <li>Tuesday, 26 November – 09h30-12h30 (prior to 12 December Council meeting)</li> </ul> <p>Areas of focus for next meeting***</p> <p>Recap of decisions taken at this meeting for Committee Report to Council***</p>	Chair

*We anticipate the meeting should end at approximately 17h15.*

***The next meeting will be on: Wednesday, 21 February 2024 at 09h30.  
Dr Ann McGarry, 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.