

## Minutes of the Performance and Resources Committee meeting held on 30 March 2022 via MS Teams

### Agenda Item 1 - Apologies

Name	Role	Present (Yes/No)
Mr Paul Turpin (PT)	Chair	Yes
Ms Geraldine Crowley (GC)		No (Apologies)
Ms Dorothy Donovan (DD)		No (Apologies)
Mr Fintan Foy (FF)		Yes
Mr Roy Hogan (RH)		No (Apologies)
Mr Mark Jordan (MJ)		Yes
Mr Graham Knowles (GK)		Yes
Dr Shane McCarthy (SMC)		Yes
Ms Katherine Morrow (KM)		Yes
<b>Members of PSI staff in attendance included:</b>		
Ms Elaine Cronin (EC)		
Dr Lorraine Horgan (LH)		
Mr Brendan Flynn (BF)		
Ms Malika Hammani (MH)		
Mr Neil Wall (NW)		
Ms Caroline Murphy (CM)	For Agenda Item 6.3	
Mr Renaud Deworst (RD)	For Agenda Item 7	
Dr Cheryl Stokes (CS)		

### Agenda Item 2 – Declaration of Interests

Issue
No conflicts of interest were declared.

### Agenda Item 3 – Approval of Agenda

Issue
The Committee considered and approved the agenda.

### Agenda Item 4 – Approval of Minutes of the Committee meeting held on 17 November 2021

Issue
The Minutes of the meeting held on 17 November 2021 were considered and approved.

Decision Approved, and/or Action Requested
The Committee considered and approved the minutes of the 17 November 2021 meeting. The minutes were proposed by Dr Shane McCarthy and seconded by Mr Mark Jordan.

### Agenda Item 5 2022 Work Plan Project – Strategic Financing Review (SFR) for the PSI

#### Agenda Item 5.1 Update on development of new PSI Reserves Policy

Information
The Committee was updated on the development of the PSI Reserves Policy and a draft policy document was presented and discussed. The Committee discussed the legal reserve and the need to keep it under review to ensure that the level of the reserve is maintained at an appropriate level. It was agreed that a review of the legal reserve would be carried out as part of the annual review of the Reserves Policy in 2023.

Decision Approved, and/or Action Requested
It was agreed that a final draft of the Reserves Policy would be presented to the Committee at their next meeting.

#### Agenda Item 5.2 SFR Project Health Card

Information
The Committee was updated on the Strategic Financing Review Project Health Card. All items are tracking green.

## Agenda Item 6 Finance Matters

### Agenda Item 6.1 Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)

#### Information

The Committee was updated on the Treasury Management Policy, and that PSI is currently in compliance across all metrics. It was noted that the impending departure from the market of Ulster Bank and KBC will present challenges in both the diversification of funds and in obtaining value in a continuing negative interest rate market.

### Agenda Item 6.2 Update on 2022 PSI Procurement Plan delivery and contract extensions

#### Information

The Committee was updated on and discussed the 2022 Procurement Plan. It was noted where significant changes in the contract value is envisaged that this should be reflected in the procurement plan notes. Two proposed contract extensions were highlighted to the Committee. The Committee was also informed that, it was anticipated that a business case for an extension to the contract with the Royal College of Surgeons in Ireland in relation to the Irish Institute of Pharmacy services would be presented to the Committee at its next meeting.

### Agenda Item 6.3 Update on status of procurement for the establishment of a panel of Legal Assessors

#### Information

The Committee was presented with, and discussed, a briefing memo outlining some background information and an update in relation to a proposed public procurement process for Legal Assessors retained by the PSI in Fitness to Practise matters, the proposed steps and timelines involved. It was noted the Mediators currently retained by the PSI are also those who act as Legal Assessors to Council given their familiarity with the legal and other basis for the complaints process under the Act. The procurement of separate panels for Legal Assessors and Mediators, which would not be limited solely to barristers, was discussed and agreed.

#### Decision Approved, and/or Action Requested

It was agreed that the procurement should proceed on the basis that separate panels are established for Legal Assessors and Mediators, which were not solely limited to barristers.

## Agenda Item 7 HR matters

### Agenda Item 7.1 2022 Work Plan Project – Embed our revised organisation and management structures and implement our HR Strategy 2021- 2023.

#### Agenda Item 7.1.1 Organisation Development Project (ODP) Health Card

##### Information

The Committee was updated on the Organisation Development Project (ODP) Health Card. This project is in the implementation phase (phase 5) which continues through to October 2022. The focus at the start of 2022 was to advance implementation of key project elements for our new ways of working - a programme delivery function (agreed and commenced), the matrix element of the organisation structure, as well as designing a Learning and Development strategy, enhancing internal communication, getting sanction for agreed posts from the Department of Health, followed by recruitment. This project is progressing as planned and is tracking green across all key metrics.

### Agenda Item 7.2 HR Strategy 2021-2023

#### Agenda Item 7.2.1 HR Strategy Project Health Card

##### Information

The Committee was updated on the HR Strategy Project Health Card. All items are tracking green.

#### Agenda Item 7.2.2 HR Strategy implementation plan update

##### Information

The Committee was updated on the HR Strategy implementation plan. It was noted that a new performance development system was rolled out in 2021, with a focus on supporting a feedback culture in 2022.

### Agenda Item 7.3 Workforce planning and recruitment update

##### Information

The Committee was presented with a short overview of recent HR developments in PSI. The current competitive market for employees with professional qualifications was also discussed.

Agenda Item 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

#### Agenda Item 8.1 BTP Project Health Card

##### Information

The Committee was updated on the BTP Project Health Card. This project is running slightly behind, and items from phase one are currently being closed out. All items are currently tracking amber but trending green, not red.

The BTP budget was briefly discussed. It was agreed that this item would be tabled for discussion at an additional Committee meeting, to be scheduled in the coming weeks.

#### Agenda Item 8.2 ICT Strategy Health Card

##### Information

The Committee was updated on the ICT Strategy Project Health Card. This item is due to commence in April 2022, with all items tracking green.

#### Agenda Item 9 ICT matters

##### Agenda Item 9.1 Penetration testing and general cybersecurity update

##### Information

The Committee was updated on penetration testing and general cybersecurity.

#### Agenda Item 10 Service Plan Performance

##### Agenda Item 10.1 Update on 2022 Service Plan Project Health Tracker

##### Information

The Committee was updated on the 2022 Service Plan Project Health Tracker. Most project items are tracking green, with the BTP project currently tracking amber.

## Agenda Item 10.2 EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI: Project Health Card

### Information

The Committee was updated on the EFQM project, to embed the discipline and approaches underpinning excellence throughout PSI. This project is progressing as planned and is tracking green across all key metrics.

## Agenda Item 10.3 Implementation of the PSI's Communications and Engagement Strategy 2021-2023- New PSI Website: Project Health Card

### Information

The Committee was updated on the development of a new PSI website and that it was envisaged that this project would be further along at this point but that all items were currently tracking green.

## Agenda Item 11 General Matters

### Agenda Item 11.1 For the purpose of the Minutes: Written decision made by the Committee following its last meeting to be read into the record.

### Information

As you will recall the Committee was unable to meet on the 16th of February as a quorum was not reached and the Committee agreed items by written decision. For the purposes of the Minutes and to ensure there is an accurate record of the decisions made by the Committee, the result of the decisions made by the Committee were read as follows:

1. Approval of the updated Terms of Reference of the Performance and Resources Committee and recommendation to send it to Council for consideration at its meeting on the 3rd of March 2022.
2. Approval of the Performance and Resources Committee 2022 Workplan and recommendation to send it to Council for consideration at its meeting on the 3rd of March 2022.
3. Approval of the updated Procurement Policy and recommendation to send it to Council for consideration at its meeting on the 3rd of March 2022.

#### Information

4. Approval of the updated Corporate Procurement Plan 2021-2023 and recommendation to send it to Council for consideration at its meeting on the 3rd of March 2022.
5. Approval of the 2022 Procurement Plan and recommendation to send it to Council for consideration at its meeting on the 3rd of March 2022.
6. Approval of the recommendation from the Interim Registrar on the contract award for the Provision of Legal Services following OGP framework procurement procedure in order to conclude the procurement process.

#### Agenda Item 11.2 Areas of focus for next meeting

#### Information

The Chair of the Committee acknowledged the contribution and dedication of the former Chair of the Committee, Mr. Graham Knowles and thanked him for the assistance he had provided in briefing him in relation to the Committee. The Chair also noted that this would be Dr. Shane McCarthy's last meeting, due to the upcoming expiry of his term of office and thanked him for his time and commitment to the Committee.

#### Agenda Item 11.3 Recap of decisions taken at this meeting for Committee Report to Council

#### Information

There were no material decisions made at this meeting and therefore no items are before Council for consideration from this meeting.

**The meeting concluded at:** 11.45hrs

**Signed by:**

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**Chair**

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**Date**