

Minutes of the Performance and Resources Committee meeting held on 14 September 2022 at 09.30am in PSI House and via MS Teams

Agenda Item 1 - Apologies

Name	Role	Present (Yes/No)
Mr Paul Turpin (PT)	Chair	Yes
Ms Geraldine Crowley (GC)		Yes (online)
Ms Dorothy Donavan (DD)		Yes
Mr Fintan Foy (FF)		Yes
Mr Roy Hogan (RH)		Yes
Mr Mark Jordan (MJ)		Yes (online)
Ms Katherine Morrow (KM)		Yes
Members of PSI staff in attendance included:		
Ms Anne Diane Cheuffa (ADC)		
Ms Elaine Cronin (EC)		
Ms Malika Hammani (MH)		
Ms Aoife Mellett (AM)	Agenda Item 5.2	
Dr Cheryl Stokes (CS)		
Ms Patience Tafuma (PTa)	From Agenda Item 7.1	
Mr Neil Wall (NW)	Agenda Item 8.2 and 9	

Agenda Item 1 – Apologies

Information
There were no apologies.

Agenda Item 2 – Declaration of Interests

Information
There were no conflicts of interest.

Agenda Item 3 – Approval of agenda

Information

The Committee considered and approved the agenda.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 14th of June 2022

Information

The minutes of the meetings held on 14 June 2022 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 14 June 2022 meeting.

The minutes of 14 June 2022 were proposed by Mr Fintan Foy and seconded by Ms Katherine Morrow.

Agenda Item 5 Finance Matters

Agenda Item 5.1 Update on 2022 PSI Procurement Plan delivery and contract extensions

Information

The procurement plan delivery update was taken as read. An update on contract extensions was presented, with three contracts discussed. It was noted by the Committee that as the procurement cycle for all projects is still ongoing that performance metrics cannot yet be provided.

Agenda Item 5.2 Approval of Business Case for extension to the contract with the Irish Institute of Pharmacy

Information

The Committee reviewed the business case requesting the extension of the contract in place with RCSI for the operation of the Irish Institute of Pharmacy. The memo prepared by the Executive and advices prepared by the PSI's external procurement consultants, which included options available to PSI within public procurement rules, were discussed. The Committee agreed to recommend to Council at its October meeting the extension of the contract in place with RCSI for the operation of the Irish Institute of Pharmacy for up to two years.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council at its October meeting the extension of the contract in place with the Royal College of Surgeons Ireland (RCSI) in connection with the operation of the Irish Institute of Pharmacy (IIOP) for a period of up to a maximum two years. The recommendation was proposed by Ms Dorothy Donovan and seconded by Mr Roy Hogan.

Agenda Item 5.3 Approval of Management Accounts to 30 June 2022 plus year-end forecast

Information

The Committee discussed the management accounts to 30 June 2022, with a forecast to year-end. Key variances in the accounts, including rising energy costs, were noted and the Committee agreed to recommend to Council the approval of the management accounts and year-end forecast at its October meeting.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council the approval of the management accounts at its October meeting on the proposal of Mr Fintan Foy and seconded by Ms Katherine Morrow.

Agenda Item 5.4 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 currently in compliance across all metrics.

Agenda Item 5.5 Annual update on superannuation contributions and compliance with superannuation legislation and schemes

Information

An update on superannuation contributions and compliance with superannuation legislation and schemes was presented. The delay in circulating single scheme annual benefit statements was noted by the Committee.

Agenda Item 6 2022 Work Plan Project – Strategic Financing Review (SFR) for the PSI
Agenda Item 6.1 SFR Project Health Card

Information

The Committee was updated on the Strategic Financing Review project health card, which is tracking green across all metrics.

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 presented with an overview of the Organisation Development Project health card. The project is currently tracking amber, with target delivery delays to four key milestones noted.

Three key milestones - Implementation plan established for new ways of working for lateral (matrix) reporting structure; Management and team ways of working and rules of engagement defined and agreed for matrix structure; Internal communication approach and Strategy in place – are being deferred to quarter four, 2022. One key milestone - Knowledge transfer plan in place for Registrant and Customer Relations team – is being deferred to quarter one, 2023.

Agenda Item 7.1.2 HR Strategy (2021-2023) Project Health Card

Information

The Committee was presented with an overview of the HR Strategy health card, the project is currently tracking as amber. The updates to the target delivery date of three key milestones were noted by the Committee.

One key milestone - Blended working policy approved by ELT – is being deferred to 30 September 2022. Two key milestones - Standard ways of recording and sharing information internally rolled-out (Internal Communication Strategy); Implementation of HRIS – are being deferred to quarter 4, 2022.

The pending approval of the blended working policy was discussed, and it was noted that the final outstanding element – an employee home workstation self-assessment form - is currently under review by a third-party provider. The ongoing arrangement of all staff working on site at least two days per week was discussed, and it was noted that once the blended working policy is approved and implemented, should any staff member be unable

to comply with the home workstation requirements they will instead work fully in PSI House.

Agenda Item 7.2 Workforce planning and recruitment update

Information

An update on workforce planning and recruitment was presented and discussed by the Committee. It was noted that sanction is required from the Department of Health for the additional eleven roles, approved by Council as provided for in the target operating model. The administration and prioritisation of requests in gaining sanction was discussed, and it was noted that sanction from the Department of Health is no longer required for like-for-like roles.

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 presented with an overview of the Business Transformation Project health card, which is tracking red in overall project health. The delay to the planned deployment of Phase 1.1 in September was discussed, and the likelihood that this deployment will now be deferred to quarter one, 2023 was highlighted. This revised schedule will first need to be agreed with PSI's technology partner based on corrective actions that need to be put in place.

Agenda Item 8.2 ICT Strategy Health Card

Information

The Committee was presented with an overview of the Information and Communication Technology Strategy health card. It was noted that the key milestone of Committee consideration and approval is being deferred to quarter one, 2023.

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 and that phishing testing and training are ongoing with PSI staff. The option for the Committee to request the presentation of additional items regarding ICT security was noted.

Agenda Item 10 Service Plan Performance

Agenda Item 10.1 Update on 2022 Service Plan Project Health Tracker

Information

The Committee received an update on the 2022 Service Plan Project Health Tracker.

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

Information

The Committee was presented with an overview of the EFQM Project health card, currently tracking amber.

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 presented with an overview of the Communications and Engagement Project health card, with overall project health currently tracking amber.

It was noted that while the procurement for this project had concluded and contracting was underway since earlier this year, the successful vendor had subsequently been taken over by another company, and this new company recently decided not to proceed to enter into a contract with PSI to deliver a new website. As the procurement has therefore failed discussions are ongoing with several new providers, but a revised timeline has yet to be established.

Agenda Item 11 General matters

Agenda Item 11.1 Areas of focus for next meeting

Information

The financial barrier to pharmacists joining the PSI Council and Committees, due to the rising costs of locum pharmacists to cover meeting attendance, was discussed.

It was noted by the Committee that the hybrid approach to meetings was working well, with the option for online attendance to remain available going forward.

It was proposed that the next meeting could take place in PSI House, on a hybrid basis. An email will be circulated to Committee Members to determine attendance and quorum.

There was no other business.

The meeting concluded at: 11.45am

Signed by:

Chair

Date