

## Agenda

**Performance and Resources Committee**  
**Meeting taking place on 17 November 2021 at 09h30**  
**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
09h30	1.	Apologies	Chair
09h35	2.	Declaration of Interests (See Appendix A below)	Chair
09h40	3.	Approval of Agenda	Chair
09h45	4. 4.1	Draft Minutes Draft Minutes of Committee meeting held on 1 September 2021*	Chair
09h50	5.	2021 Work Plan Project – Develop the Strategic Financing Review (SFR) for PSI	Chair and Finance and Operational Performance (F&OP) Manager
	5.1	Review of accumulated income and expenditure reserves plus recommendations for future policy on reserves*	
	5.2	SFR Project Health Card*	Head of Corporate Services
10h20	6.	2022 Budget	
	6.1	Review of 2022 Budget for recommendation to Council*	Registrar and Finance and Operational Performance Manager
	6.2	PSI Draft Service Plan 2022*	

10h50	7. 7.1 7.1.1  7.2  7.3 7.3.1 7.3.2  7.3.3	<p>Finance matters</p> <p>Management accounts</p> <p><b>Approval of Management Accounts to 30 September 2021 for submission to Council*</b></p> <p>Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)*</p> <p>Procurement and contract management</p> <p>Update on 2020 PSI Procurement Plan delivery*</p> <p>Update on status of procurement procedure for the Provision of Legal Services and expected recommendation from the Registrar on award following conclusion of OGP Framework drawdown procedure***</p> <p>Update on contract extensions***</p>	Finance and Operational Performance Manager
11h10	8. 8.1	<p>ICT matters</p> <p>Penetration testing and general cybersecurity update**</p>	ICT & Corporate Reporting Manager
11h20	9 9.1	<p>Disciplinary Committees</p> <p><b>Reappointments and Appointments to the Disciplinary Committees for submission to Council*</b></p>	Fitness to Practise & Legal Affairs Manager
11h30	10. 10.1  10.2 10.2.1 10.2.2  10.3	<p>HR matters</p> <p><b>Approval of new Employee Handbook*</b></p> <p>2021 Work Plan Project – Develop and commence delivery of a new HR Strategy 2021-2023</p> <p>HR Strategy implementation plan*</p> <p>HR Strategy Project Health Card*</p> <p>Workforce planning and recruitment update*</p>	Head of Corporate Services and HR Lead
11h50	11.  11.1	<p>2021 Work Plan Project – Deliver the Year Two objectives of our Business Transformation Programme (BTP)</p> <p>BTP Project Health Card*</p>	Registrar
11h55	12.  12.1	<p>2021 Work Plan Project – Implement an organisation and people development programme to underpin business transformation (ODP)</p> <p>ODP Project Health Card*</p>	Registrar
12h00	13 13.1	<p>Service Plan Performance</p> <p>Update on 2021 Service Plan Project Health Tracker*</p>	Registrar

	13.2	EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI*	
	13.3	Enhance our customer services and engagement with key stakeholders by developing an improved website and improve our use of social media platforms*	
12h10	14. 14.1	<b>General matters</b> <b>Proposed dates of Committee meetings in 2022:</b> <ul style="list-style-type: none"> <li>• Thursday, 10 February</li> <li>• Wednesday, 30 March</li> <li>• Wednesday, 1 June</li> <li>• Wednesday, 31 August</li> <li>• Wednesday, 16 November</li> </ul>	Chair
	14.2	Areas of focus for next meeting***	
	14.3	Recap of decisions taken at this meeting for Committee Report to Council***	

*We anticipate the meeting should end at approximately 12h20.*

*The next meeting will be on: 10 February 2022 (TBC)*

*Graham Knowles, 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.