

Agenda

Performance and Resources Committee
Meeting taking place on 1 September 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 19 May 2021*	Chair
09h50	5. 5.1 5.2	2021 Work Plan Project – Deliver the Year Two objectives of our Business Transformation Programme (BTP) Opportunity/contingency budget update* BTP Project Health Card*	Head of Corporate Services
10h05	6. 6.1 6.2 6.3	2021 Work Plan Project – Implement an organisation and people development programme to underpin business transformation (ODP) Presentation of revised Target Operating Model (TOM) and revised organisation structure* Business Case for posts to support delivery of TOM and revised organisation structure* ODP Project Health Card*	Registrar
10h30	7	2021 Work Plan Project – Develop the Strategic Financing Review (SFR) for PSI	

	7.1	Presentation of scenario models and expenditure analysis*	Finance and Operational Performance (F&OP) Manager
	7.2	Overview of forecasted FtP inquiry-related legal expenditure 2021/2022**	
	7.3	Review of assumptions underpinning the Strategic Financing Review*	Chair
	7.4	SFR Project Health Card*	F&OP Manager
10h55	8.	Finance matters	
	8.1	Management accounts and end-year financial forecast	Finance and Operational Performance Manager
	8.1.1	Approval of Management Accounts to 30 June 2021 for submission to Council*	
	8.1.2	High level financial forecast to year-end*	
	8.2	Proposal to open second AIB current account to comply with requirements for drawdown from DOH of funding for IIOP operations*	
	8.3	Quarterly review of compliance with the Treasury Management Policy (invested funds and policy metrics)*	
	8.4	Procurement	
	8.4.1	Update on 2020 PSI Procurement Plan delivery*	
	8.4.2	Update on contract extensions**	
	8.5	Annual update on superannuation contributions*	
11h20	9	Disciplinary Committees	
	9.1	Update on the meeting of the Special Purposes Committee on 12 th August 2021 and the process of managing appointments to Disciplinary Committees***	Chair
	9.2	Reappointments and Appointments to the Disciplinary Committees for submission to Council* (Reappointments for Decision and Appointments for Noting) – Memo 1	Fitness to Practise & Legal Affairs Manager
	9.3	Expression of Interest for Council Members to join Disciplinary Committee – Memo 2	
	9.4	Expression of Interest for Acting Chair for Professional Conduct Committee – Memo 2	
	9.5	Reappointment of F Cooke to PCC Committee – Written Decision*	

11h35	10. 10.1 10.2 10.3	HR Matters Approval of new Employee Handbook* Develop and commence delivery of a new HR Strategy 2021-2023 - Project Health Card* Workforce planning and recruitment update*	Head of Corporate Services
12h00	11 11.1 11.2 11.3	Service Plan Performance Update on 2021 Service Plan Project Health Tracker* EFQM – Embed the discipline and approaches underpinning Excellence throughout PSI* Enhance our customer services and engagement with key stakeholders by developing an improved website and improve our use of social media platforms*	Registrar
12h10	12 12.1	IT Updates Penetration testing and general cybersecurity update**	ICT & Corporate Reporting Manager
12h20	13. 13.1 13.2	General matters Areas of focus for next meeting*** Recap of decisions taken at this meeting for Committee Report to Council***	Chair

We anticipate the meeting should end at approximately 12h30.

The next meeting will be on: 17 November 2021

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.