

Minutes of the Performance and Resources Committee meeting held on 14 June 2022 at 14.00 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 Donavan (DD)		No (Apologies)
Mr Fintan Foy (FF)		Yes
Mr Roy Hogan (RH)		Yes
Mr Mark Jordan (MJ)		Yes
Ms Katherine Morrow (KM)		Yes
Members of PSI staff in attendance included:		
Ms Elaine Cronin (EC)		
Dr Lorraine Horgan (LH)		
Ms Malika Hammani (MH)		
Ms Aoife Mellett (AM)	Agenda Item 5.2	
Dr Cheryl Stokes (CS)		
Mr Neil Wall (NW)	Agenda Item 8.2 and 9.1	

Agenda Item 2 – Declaration of Interests

Information

Ms Katherine Morrow declared a conflict of interest regarding agenda item 5.2.

Decision Approved, and/or Action Requested

It was agreed that Ms Katherine Morrow would retire from the meeting for agenda item 5.2.

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 30th March and 13th April 2022

Information

The Minutes of the meetings held on 30 March and 13 April 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 30 March and 13 April 2022 meetings.

The Minutes of 30 March 2022 were proposed by Mr Fintan Foy and seconded by Mr Mark Jordan. The Minutes of 13 April 2022 were proposed by Mr Roy Hogan 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.

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

Information

Ms Katherine Morrow retired from the meeting at 14.07 due to a conflict of interest.

The proposed extension of the contract in place with RCSI for the operation of the Irish Institute of Pharmacy was discussed. The Committee agreed to defer a decision pending the outcome of additional clarifications from the PSI's external procurement consultants in relation to what options are available to PSI from a procurement perspective.

Ms Katherine Morrow returned to the meeting at 14.23.

Decision Approved, and/or Action Requested

The Committee discussed the matter and deferred a decision until the next meeting, pending the outcome of clarifications with PSI's external procurement consultants.

Agenda Item 5.3 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 the diversification of funds.

Agenda Item 5.4 Approval of the Treasury Management Policy

Information

The Committee discussed the revision of the Treasury Management Policy as part of the annual review of the policy, comprising of updates to the risk ratings of authorised financial institutions, updates to business area and role titles, and other minor changes.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council, the approval of the updated Treasury Management Policy at its June meeting on the proposal of Mr Fintan Foy and seconded by Mr Roy Hogan.

Agenda Item 5.5 Approval of Management Accounts to 31 March 2022

Information

The Committee discussed the management accounts to 31 March 2022. Any variances in the accounts were noted and the Committee agreed to recommend to Council the approval of the management accounts at its June meeting.

Decision Approved, and/or Action Requested

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

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 mid-year review of all health card target delivery dates and discussed the Strategic Financing Review project health card. The target delivery date for expanding the forecast model to include 2026 and revisit underlying forecast model assumptions has been deferred to quarter three.

Agenda Item 6.2 Approval of new PSI Reserves Policy

Information

The Committee discussed the new Reserves Policy, which had been developed following approval by Council in December 2021 of the proposed recommendations in relation to the prudent and effective utilisation of PSI's current reserves to a pre-determined level as part of the Strategic Financing Review.

Decision Approved, and/or Action Requested

The Committee agreed to recommend to Council, at its June meeting, the approval of the new Reserves Policy on the proposal of Ms Katherine Morrow and seconded by Mr Roy Hogan.

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 rationale behind changes to the target delivery dates was discussed and noted as reasonable by the Committee.

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 updates to the target delivery date of several key milestones were noted. The development

of the blended working policy was discussed. It was noted that the implementation of other elements of the HR strategy are delayed due to resource constraints within the HR team.

Agenda Item 7.2 Workforce planning and recruitment update

Information

An update on workforce planning and recruitment was presented and discussed by the Committee.

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. It was noted that the deployment of the next phase is scheduled to take place in early September.

Agenda Item 8.2 ICT Strategy Health Card

Information

The Committee was presented with an overview of the Information & Communication Technology Strategy health card. The draft strategy will be presented to the Committee for consideration in quarter four. Updates to the target delivery date of other key milestones were also noted.

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. Phishing testing and training are ongoing with PSI staff, on average, scoring above the industry norm. The increase in the volume of attempted attacks 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 performance against objectives identified in the 2022 Service and discussed changed assumptions relative to when the plan was approved by Council in December 2021. The Committee noted the changes in delivery dates for some of the projects due to resource constraints and competing priorities and that delivery dates had been changed following a recent review by the Executive Leadership Team (ELT). The recent development and initial pilot implementation of a resource planning tool was noted by the Committee as part of a discussion on the prioritisation of projects.

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. The PSI had intended, under the Service Plan 2022, to make a second submission to maintain its EFQM four star recognition in the summer of 2022. In May, the ELT discussed the prioritisation of all of the strategic projects, and it agreed that the target delivery date of this project will not now be met and it has proposed that the submission for EFQM recognition should be postponed until the Summer of 2023, due to resource and capacity constraints across the organisation. It was noted that in the interim, the PSI will retain the four stars awarded for excellence in 2019 and that its EFQM activities will be focussed on continuing to embed the model into PSI's 'ways of working'.

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. The revised target delivery dates were discussed, and it was noted that this project will now run into early 2023. It was also noted that PSI is currently engaged with a website development service provider on contract sign-off and insurance requirements; this provider has had organisational ownership changes, requiring additional consideration of the contract and tendered commitments.

Agenda Item 11 General matters

Agenda Item 11.1 Areas of focus for next meeting

Information

A proposed change of date of the next Committee meeting from 31st of August to the 14th of September was discussed. It was also proposed that this meeting would take place in PSI House. An email will be circulated to Committee Members to determine attendance and quorum.

There was no other business.

The meeting concluded at: 15.43hrs

Signed by:

Chair

Date