
Agenda Item F.1

Report on material decisions of the Performance & Resources Committee

From: Graham Knowles, Chair, Performance and Resources Committee

The Performance and Resource Committee met on Wednesday, 1 September 2021 by MS Teams in light of the COVID-19 Public Health Emergency.

The agenda items below refer to the matters before Council for decision. The agenda from the Committee meeting can be found in Annex 1 and highlights the additional items that the Committee discussed.

Agenda Item 3: Approval of Agenda

The Committee considered and approved the agenda. It was agreed to deal with the decision items at the beginning of the agenda as some members of the Committee would not be available after 1100hrs which, when overlaid with apologies, would render the Committee inquorate. Due to the limited time available for decisions the Committee also agreed to defer consideration of the new Employee Handbook till its November meeting but noted that this would have no adverse consequences as the Handbook was in operation with PSI employees since August 2021. The agenda was proposed by Ms Dorothy Donovan and seconded by Mr Roy Hogan.

Agenda Item 4.1: Approval of Minutes

The Committee considered and approved the minutes of the 19 May 2021 meeting. The minutes were proposed by Ms Dorothy Donovan and seconded by Mr Fintan Foy.

Agenda Item 6.2: Business Case for posts to support delivery of TOM and revised organisation structures for approval to Council

The Committee was updated on the business cases which have been developed to support the delivery of the revised organisation structure and the new Target Operating Model (TOM). There are 11 cases and the Committee noted that the proposed headcount increase was in fact four as seven new roles had previously been agreed by Council in 2017 to be included in PSI's headcount. The addition to PSI's headcount is proposed as four new posts. The existing Business Transformation Programme (BTP) posts are proposed to be created on a permanent contract basis once the existing three-year contract posts expire and be funded from PSI's operating expenditure.

The Committee agreed to recommend to Council at its 7 October meeting:

- the approval of the business cases for all posts
- that the 2022 budget be developed with provision for the full headcount of the 60 posts in the new organisation structure for Council to then review and consider for approval at its 16 December 2021 meeting

on the proposal of Mr Fintan Foy and seconded by Ms Dorothy Donovan.

Agenda Item 7.1: Presentation of scenario models and expenditure analysis for approval by Council.

The Committee was presented with the three financial scenario models and expenditure analyses (retrospective and prospective) which had been prepared to present an overview of PSI's financial position over the period to 2025. The models encompass the future income, expenditure and reserves positions and the resources required for PSI to operate and to deliver the current corporate strategy along with external factors which may impact PSI or the Irish economy.

Following discussion, the Committee agreed to recommend Scenario Two to Council for approval for future financial modelling. The Committee also agreed to recommend to Council that Scenario Two should form the basis for the 2022 budget which will then be presented to Council for final approval in December 2021.

The recommendation of Scenario Two was proposed by Ms Dorothy Donovan and seconded by Ms Katherine Morrow.

Agenda Item 8.1.1: Approval of Management Accounts to 30 June 2021 for submission to Council

The Committee discussed the management accounts to 30 June 2021. Any variances in the accounts were noted by the Committee.

The Committee agreed to recommend to Council the approval of the management accounts at its October meeting. The recommendation of the Management Accounts to 30 June for the approval of Council at its October meeting was proposed by Ms Dorothy Donovan and seconded by Mr Roy Hogan.

Agenda Item 8.1.2: High level financial forecast to year end.

The Committee discussed the high-level financial forecast to the end of 2021. The projected income and expenditure was outlined along with projected spend on projects funded from reserves to the end of the financial year.

The Committee agreed to recommend to Council the approval of the high-level financial forecast at its October meeting. The high-level financial forecast for approval by Council at its October meeting was proposed by Mr Roy Hogan and seconded by Mr Fintan Foy.

Agenda Item 8.2: Proposal to open second AIB current account to comply with requirements for drawdown from DoH of funding for IIOF operations.

The Committee was advised that in the light of the closure of Ulster Bank it is necessary to open a standalone current account for Irish Institute of Pharmacy (IIOF) services funding from the Department of Health (DOH). It is a condition of the DOH that monies for the IIOF services may not be commingled with any other funds.

The Committee agreed to recommend to Council at its October meeting the opening of a second current account with the AIB for the purposes of IIOF funding. The proposal to open a second AIB current account for approval by Council at its October meeting was proposed by Mr Roy Hogan and seconded by Ms Dorothy Donovan.

Agenda Item 9.2: Approval of Appointments and Reappointment to the Disciplinary Committees for submission to Council

The Committee discussed the proposed appointments and reappointment of members to Disciplinary Committees.

The Committee agreed to recommend to Council at its October meeting, the reappointment of Ms Breda Heneghan MPSI, Ms Áine Shine MPSI and Ms Cindy J Mackie to the Preliminary Proceedings Committee when their current terms expire, for a further term of 5 years. Proposed by Mr Fintan Foy, seconded by Ms Katherine Morrow.

Annex 1 – Agenda, Performance and Resources Committee, Wednesday, 1 September 2021.



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	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*	Registrar

	6.2	Business Case for posts to support delivery of TOM and revised organisation structure*	
	6.3	ODP Project Health Card*	
10h30	7	2021 Work Plan Project – Develop the Strategic Financing Review (SFR) for PSI	Finance and Operational Performance (F&OP) Manager
	7.1	Presentation of scenario models and expenditure analysis*	
	7.2	Overview of forecasted FtP inquiry-related legal expenditure 2021/2022**	Chair
	7.3	Review of assumptions underpinning the Strategic Financing Review*	F&OP Manager
	7.4	SFR Project Health Card*	
10h55	8.	Finance matters	Finance and Operational Performance Manager
	8.1	Management accounts and end-year financial forecast	
	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 IIOF 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	Chair
	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***	
	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.