

Minutes of the Performance and Resources Committee meeting held on 15th April 2024 at 9:30am online via MS Teams.

Name	Role	Present (Yes/No)
Dr Ann McGarry	Committee Chair	Yes
Ms Emily Kelly	Committee Member	Yes
Dr Denis O'Driscoll	Committee Member	Apologies.
Mr Martin Sisk	Committee Member	Yes, until 10am.
Mr Sean Reilly	Committee Member	Yes
Mr Martin Higgins	Committee Member	Yes
Ms Joan Peppard	Committee Member	Apologies.
Mr Richard Hammond	Committee Member	Yes, until 11am.
Members of PSI staff in attendance included:		
Ms Joanne Kissane (JK)	Registrar	Yes
Ms Eileen Troy (ET)	Finance and Support Services Manager	Yes, for Items 1 – 5.3.
Dr Cheryl Stokes (CS)	Head of Corporate Services	Yes
Ms Isabel Turnock (IT)	Business Support Services Executive	Yes
Ms Patience Tafuma (PT)	Strategic HR Manager	Yes, for Item 6.
Mr Neil Wall (NW)	ICT and Corporate Reporting Manager	Yes, for Items 7 – 7.1.
Mr Dan Burns (DB)	Head of Strategic Policy, Research, and Communication	Yes, for Item 7.1.

Agenda Item 1 – Apologies

Information

Apologies were received from Ms Joan Peppard and Dr Dr Denis O'Driscoll.

Agenda Item 2 – Declaration of Interests

Information

There were no conflicts of interest declared.

Agenda Item 3 – Approval of Agenda

Information

The Committee considered and approved the agenda for the meeting.

Decision Approved, and/or Action Requested

The Committee approved the agenda, on the proposal of Mr Martin Higgins, and seconded by Mr Martin Sisk.

The Committee agreed to address the Health Cards for Finance, HR, and IT during the allotted time for the business group updates to streamline discussion and for this to be reflected on the agenda for future meetings.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 21st February 2024.

Information

The Minutes of the meeting held on 21st February 2024 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 21st February 2024 meeting on the proposal of Ms Emily Kelly and seconded by Mr Martin Higgins.

Agenda Item 5 – Finance and Support Services

Agenda Item 5.1 – Finance and Support Services Update

Information

The Finance and Support Services update was taken as read by the Committee, and the Executive welcomed questions.

The Committee discussed the update provided on contract extensions, including the rationale for the proposed additional extension to the print contract, arising from a longer project timeline than anticipated with OGP to manage the procurement process to award a new contract. The Committee noted that the value of the current contract had been exceeded due to recent extensions but acknowledged that disruption to printing of registration certificates was not feasible. The Committee requested that further information be provided to the Committee, at its next meeting, in relation to the print

Information

contract and how it is determined whether value for money has been achieved through procurement processes.

The Committee further discussed oversight of non-compliant contracts and suggested noting policy compliance status in all future contract extension updates.

The Committee was informed that the Lifecycle Review of PSI House would shortly commence and it was hoped that the results would be available for consideration by the Committee at its meeting scheduled for 30th May. The Strategic Financing Review Health Card was noted by the Committee.

Agenda Item 5.2 – Delivery of 2024 Procurement Plan – Q1 Update

Information

The Executive outlined progress in the delivery of the 2024 Procurement Plan, noting the status of the relevant tender processes.

The Committee discussed the importance of ensuring tender budgets are aligned with the scope and requirements of the procurement exercise and that the procurement process results in the right services or goods for PSI at the right price. The Committee discussed the role of internal audit in ensuring adherence to the Procurement Policy, and additional oversight opportunities provided during the development of the annual Service Plan and budget.

Agenda Item 5.3 – Treasury Management Review: Diversification and Risk

Information

The Committee discussed PSI's approach to treasury management, particularly with reference to diversification and the risk appetite of the organisation. The Executive outlined the outputs from engagement with other public bodies in relation to how other organisations approach treasury management and the engagement of independent investment advisors.

The Committee discussed the opportunity to update the current treasury management policy to align with the current market, and the importance of continued adherence to the policy's core principles. The Committee further discussed the possibility of reviewing authorisation criteria for financial institutions and broadening the scope of potential institutions engaged. The importance of clear and comprehensive metrics in the policy was noted, and whether these might be reviewed to ensure the Committee's confidence in PSI achieving optimum levels of return.

Decision Approved and/or Action Requested

The Committee requested that preliminary independent financial advice be sought on the PSI's approach to treasury management and a presentation provided at the next Committee meeting.

Agenda Item 6 – HR, People and Organisation Development

Agenda Item 6.1 – Workforce Planning and Recruitment Update

Information

The Committee took the Workforce Planning and Recruitment update as read. The Committee discussed the difficulties in recruiting finance roles in the current market and the possibility of outsourcing some finance tasks.

The Committee noted the HR Strategy Implementation Health Card.

Agenda Item 6.2 – Organisation Development Review Project

Information

The Executive provided an outline of the Organisation Development Review Project, explaining the historical context of the project, and previous external reviews undertaken, with reference to the recommendations from these reviews, and actions implemented.

The Executive confirmed the next steps of the project, namely, to procure an organisation to support PSI and assess the current organisational design and resourcing requirements in the context of the next Corporate Strategy and to make recommendations that are both implementable and sustainable.

The Committee noted the Organisation Development Review Project Health Card.

Agenda Item 7 – ICT

Agenda Item 7.1 – Penetration Testing and General Cybersecurity Update

Information

The Executive confirmed the status of the server migration, due to be completed in the coming weeks, and the results of the recent vulnerability testing carried out. The Executive confirmed that the two high level items identified during this testing will be resolved upon the completion of the server upgrade.

The Executive outlined the Network and Information Security Directive, and its differences with the National Cyber Security Centre baseline standards, which PSI measures itself against. The Executive emphasised the importance of audits in providing assurance to the

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Committee and Council on cybersecurity matters, which the Committee will continue to monitor.

The Committee noted the ICT Strategy Implementation Health Card, which is tracking green, noting key items in progress including organisation-wide SharePoint training, SAGE upgrades, and updates to the Council document management process.

Agenda Item 8 – Performance Update

Agenda Item 8.1 - Update on 2024 Service Plan Project Health Tracker

Information

The Committee discussed the updated Service Plan Project Health Tracker, noting that the individual projects are progressing on schedule. The Registrar highlighted that the CPD model was slightly delayed but was expected to be back on track quickly.

Agenda Item 8.2 - Update on Health Cards:

1. Business Transformation Programme
2. ICT Strategy Implementation
3. Organisation Development Project
4. Strategic Financing Review
5. New Website Redevelopment and Roll-out
6. HR Strategy Implementation

Information

The Committee noted the status of Health Cards 2-4, 6, together with the relevant agenda items throughout the meeting. The Executive provided an update on the remaining Health Cards, noting that the Business Transformation Programme is trending green, and noting minor delays in the development of the new website, which has pushed the go live date out by a couple of weeks.

Agenda Item 9 – General matters

Agenda Item 9.1 – Areas of focus for next meeting

Information

The Committee confirmed the areas of focus for its next meeting, including the Management Accounts for Quarter 1, the Lifecycle Review and its outputs, further discussions regarding PSI's approach to treasury management and a review of value for money in the context of the print tender.

Agenda Item 9.2- Recap of decisions taken at this meeting for Committee Report to Council

Information

There were no material decisions taken for recommendation to Council at this meeting.

Meeting Concluded at 11:10am

Signed by:

Chair

Date