

Minutes of the Performance and Resources Committee meeting held on 22 May 2025 at 9:30 am at PSI House and online via MS Teams.

Name	Role	Present (Yes/No)
Ann McGarry	Committee Chair	Yes
Emily Kelly	Committee Member	Yes
Denis O'Driscoll	Committee Member	Yes
Martin Sisk	Committee Member	Apologies
Martin Higgins	Committee Member	Yes – from 10:06
Joan Peppard	Committee Member	Yes
Richard Hammond	Committee Member	Yes
Members of PSI staff in attendance included:		
Joanne Kissane (JK)	Registrar	Yes
Cheryl Stokes (CS)	Head of Corporate Services	Yes
Maeve Dillane (MD)	Business Support Services Executive	Yes
Neil Wall (NW)	ICT and Corporate Reporting Manager	Yes – for item 7
Elaine Cronin (EC)	Finance and Business Support Officer	Yes
Yash Sharma (YS)	Finance and Business Support Executive	Yes – For items 1-5
Grainne Egan (GE)	HR and People Development Manager	Yes – for item 6
Aidan Flynn	Programme Delivery and Innovation Manager	Yes – For item 8.2
Ciara Dooley	Regulatory Risk Coordinator	Yes – for item 8.1

Agenda Item 1 – Apologies

Information

Apologies were received from Martin Sisk.

Agenda Item 2 – Declaration of Interests

Information

There were no conflicts of interest declared.

Agenda Item 3 – Approval of Agenda

Information

The Committee considered the agenda for the meeting.

Decision Approved and/or Action Requested

The Committee approved the agenda.

Agenda Item 4 – Approval of Draft Minutes of Committee meeting held on 26 February 2025.

Information

The Minutes of the meeting held on 26 February 2025 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 meeting held on 26 February 2025 on the proposal of Richard Hammond and seconded by Emily Kelly.

Agenda Item 5 – Finance and Support Services

Agenda Item 5.1 – Finance and Support Services Update

Information

The Executive provided an update on two contract extensions. The first was a two-year extension for Website Development Services, which is within the scope of the original framework agreement. The second concerned an additional extension for Facilities Management Services, which was required, arising from further delays in the procurement process due to the complexity of changes to the services required. The procurement will follow a two-stage process, beginning with a Pre-Qualification Questionnaire (PQQ) and followed by a Request for Tender (RFT). This approach has been selected due to the sensitive nature of the information contained in the full tender documentation. PSI is working with its Procurement Advisor to manage this process.

The Executive advised the Committee that PSI remains in compliance with its treasury management metrics. It was also noted that the procurement process for Investment Management Services, which had originally been scheduled for completion by this time, had experienced delays due to a high volume of procurement activity during the year. However, the tender is currently advertised and is awaiting responses.

Information

In relation to facilities, the Executive reported that fire compliance certificates had been received for the fire-stopping project completed last year. As a result, this item can now be removed from the business area risk register. In preparation for the launch of the Corporate Strategy at PSI House, painting works were carried out, and certain planned preventative maintenance tasks, such as weeding and window cleaning, were brought forward to support the event, resulting in higher-than-anticipated costs for this period.

A climate action update was also provided. The Executive noted the completion of the 'Reduce Your Use' communications campaign, the impact of which is currently being analysed. Provisional data relating to PSI's energy targets has been released by the Sustainable Energy Authority of Ireland (SEAI), showing that the PSI remains on the trajectory to achieve its targets. PSI has completed its mandatory reporting to SEAI, which includes data on business travel and compliance with the Public Service Climate Action Mandate.

Agenda Item 5.2 Corporate Procurement Plan 2025-2028

Information

The Committee reviewed the Corporate Procurement Plan. The Executive noted that the plan had been delayed due to the release of new guidance from the Office of Government Procurement (OGP). The PSI's updated Procurement Policy placed a particular emphasis on Green Public Procurement (GPP), which has now been embedded into the new plan.

The plan sets out the measures in place to ensure compliance and outlines the training provided to staff. It also details the procurement structure, approval processes, high-value expenditure, and the supports available to staff involved in procurement activities.

The Committee queried the role of PSI's Procurement Advisor and the specific circumstances under which their assistance is sought. The Executive explained that the Advisor is involved in procurements that are complex, high-value, or carry significant risk. In addition, the Advisor also provides support when capacity challenges arise within the team, which impacts its ability to support procurement activities. The Committee recommended that the Plan include a more detailed explanation of the Advisor's involvement.

The Committee also queried the current supplier of merchant payment services and suggested that alternative providers be considered. In response, the Executive confirmed that PSI is at the beginning of a three-year contract under an OGP framework and that this would be considered in the future.

Further discussion took place regarding procurement training provided to staff. The Executive confirmed that training is delivered to all staff to raise general awareness of contracts, cost considerations, and procurement management, thereby supporting the organisation's overall procurement governance structure.

Finally, the Executive confirmed that PSI is in compliance with GPP requirements. While uptake remains relatively low at present, it was noted that OGP frameworks are increasingly incorporating GPP requirements.

Decision Approved and/or Action Requested

The Committee agreed to recommend to Council the approval of the Corporate Procurement Plan on the proposal of Emily Kelly and seconded by Joan Peppard.

Agenda Item 5.3 – Delivery of 2025 Procurement Plan-Q2 Update

Information

An update was provided on the procurement process for the Irish Institute of Pharmacy (IIP). The Executive advised that a further extension is not expected to be necessary, as all required information has been submitted to ensure that the relevant legislation will be in place in time.

The procurement process for the Third Country Qualification Recognition (TCQR) service is ongoing. A Dynamic Purchasing System is currently in place, and mini-tenders will shortly be issued to all parties, with a response timeline of four to six weeks. The mini-tender specifies a maximum cost; should this be deemed insufficient, the fee structure will be considered further as part of the Core Funding review.

The Committee also discussed the procurement of a new cloud-based document management system intended to replace the current use of Council and Committee iPads. It was noted that this change is expected to result in cost savings. As previously discussed, one member of the Committee, Richard Hammond, will be assisting with the evaluation as part of the procurement process.

It was further noted that the procurement of Internal Audit Services, Stenography and Transcription Services, and Public Affairs and Communications Advisory Services have been extended under their respective OGP frameworks.

Agenda Item 5.4 – Approval of Management Accounts to 31 March 2025 for recommendation to Council

Information

The Committee noted the management accounts for the period ending 31 March 2025.

The Executive reported that a higher-than-usual registration income budget variance had been observed, in part due to a significant number of retail pharmacy business changes that occurred at the end of 2024, after the budget for 2025 had been approved by Council.

A budget variance in Registrant and Customer Relations costs was noted, whereby the cost for an examination held in November was recognised in the current period, as it had not been correctly accrued for in the 2024 accounts. A variance in stationery costs was attributed to the incorrect budget timing of printing for the Council Elections and the Controlled Drugs (CD) Register. A positive variance in facilities expenditure was noted, resulting from energy savings.

The Executive explained that, typically, notes are included in the management accounts to highlight significant variances in high-value budget line items. However, following a suggestion from the Committee, the Executive agreed to include additional notes to provide detail on significant variances across all line items.

The Executive discussed the allocation of an additional €700,000 in funding from the Department of Health. This funding is intended to support various activities, including staffing of activities and training in relation to the expansion of common conditions services, compliance with NIS2, and the development of an Advanced Practice Framework. The Registrar noted that while formal written confirmation from the Department designating PSI as the competent authority for NIS2, in the context of the pharmacy sector, has not yet been received, the funding has been assigned for this year. The Committee also requested that additional information be included in the management accounts for the €700,000 allocated by the Department, as it had not been included in the original budget due to the timing of confirmation from the Department in relation to the allocation of funds.

It was further noted that the Organisation Design Project had been combined with the HR Strategy costs in the 2025 budget memo. However, in the management accounts to 31 March, the activities had been separated into two distinct cost lines. The Chair observed that the project has been referred to by different names across various documents and requested that the terminology be standardised for clarity.

Decision Approved and/or Action Requested

The Committee agreed to recommend to Council the approval of the management accounts to 31 March 2025, on the proposal of Emily Kelly and seconded by Richard Hammond.

Agenda Item 5.5 (i) Strategic Financing Review

Information

The Strategic Financing Review Health Card was noted by the Committee.

Agenda Item 5.5 (ii) Presentation on Core Funding Review

Information

The Committee welcomed a representative from Forvis Mazars, who provided an update on the Core Funding Review Project. The presentation provided an overview of the project's methodology and objectives, noting that weekly meetings are ongoing to monitor progress and review developments.

The Committee emphasised the importance of thoroughly documenting all considerations and ensuring that as much supporting evidence as possible is provided to underpin the findings and recommendations. This approach is intended to promote a high level of transparency and understanding throughout the project.

Given the anticipated 14-week timeline for the project, the Committee discussed the benefit of receiving an interim update prior to the next scheduled Committee meeting. The Executive agreed to consider convening an out-of-course meeting to facilitate this.

Agenda Item 5.6 – Health Card: Climate Action Roadmap

Information

The Climate Action Roadmap Health Card was taken as read by the Committee.

Agenda Item 6 – HR, People and Organisation Development

Agenda Item 6.1 – Workforce Planning and Recruitment Update

Information

The HR and People Development Manager provided an update on Workforce Planning and Recruitment. It was noted that a talk on burnout and resilience training had been organised to support staff considering the upcoming organisational changes. This initiative is intended to help staff manage stress and maintain wellbeing during periods of transition.

Agenda Item 6.2 (i) – Health Card: Organisation Development Project

Information

The Organisation Development Project Health Card was taken as read by the Committee.

Agenda Item 6.2 (ii) Presentation on the Organisation Development Project

Information

The Committee welcomed a representative from Ernst and Young (EY), who provided an update on the Organisation Development Project. The presentation included a recap of the work completed to date, the agreed future organisational structure, the approach to strategic workforce design and the proposed leadership and management development framework.

It was noted that the previous reorganisation project, which took place in 2021, had been significantly impacted by the timing of multiple major changes, including the introduction of REGIE and the organisation's return to the office following the COVID-19 pandemic.

The Executive confirmed that the new structure would come into effect on 30th June and this information had been communicated to staff. It was also noted that the proposed structure has been designed to operate effectively within the current headcount, but that the current capacity challenges would remain under the new operating model. However the new operating model provided better alignment of activities across teams and business areas.

Regarding capacity challenges, the Committee was advised that eleven new roles are envisaged. The Committee discussed the importance of ensuring that the business cases for the new roles are highly detailed and comprehensive, covering all relevant activities. The Committee was informed that the business cases will serve as key inputs for the Core Funding Review, to be reviewed by Mazars, and will subsequently be brought to the Committee and Council for consideration.

The Committee noted that EY has also commenced a culture audit in PSI.

Agenda Item 7 – ICT

Agenda Item 7.1 – Penetration Testing and General Cybersecurity Update

Information

The ICT and Corporate Reporting Manager informed the Committee that two low-risk findings remain outstanding from recent penetration re-testing. The results of the vulnerability test carried out in March were included in the report and highlighted that two high-risk and two medium-risk issues were identified. However, the number of affected devices has decreased, as several have since been removed from the system. Updates are being implemented in accordance with established protocols, and it was noted that all printers were updated last week.

It was further noted that PSI will be going out to tender for future penetration testing services. This decision follows the merger of two service providers. While the merger was

Information

considered low risk, it is now an appropriate time to change providers to avoid any potential conflict of interest arising from the same company both supplying and testing the systems.

Finally, it was noted that one internal audit recommendation remains outstanding, with implementation expected to be completed by the end of June.

Agenda Item 7.2 – Health Card: ICT Strategy Implementation

Information

The ICT Strategy Implementation Health Card was taken as read by the Committee.

Agenda Item 8 – Performance Update

Agenda Item 9.1 – Health Card: Compliance with Public Sector Equality and Human Rights Duty

Information

The Compliance with Public Sector Equality and Human Rights Duty Health Card was taken as read by the Committee.

Agenda Item 8.2 - Health Card: Business Transformation Programme

Information

The Committee took the Business Transformation Programme Health Card as read. It was noted that, although several sections of the report are currently marked as red, significant progress has been made.

Agenda Item 8.3 - Update on 2025 Service Plan Project Health Tracker

Information

The Executive provided an update on the 2025 Service Plan Project Health Tracker. This included a discussion on the progress of the new Master of Pharmacy (MPharm) programmes. It was noted that the accreditation visit for the proposed MPharm programme at South East Technological University (SETU) will take place in June and that the accreditation of the Atlantic Technological University (ATU) programme is continuing with another meeting of the accreditation panel and ATU MPharm programme staff scheduled for July. The Committee was also advised that the programme in Galway had met the necessary requirements and is ready to commence in September 2025, pending approval by Council at the June Council meeting.

The Registrar informed the Committee that the PSI's Principal Officer contact in the Department of Health had recently retired and has not yet been replaced.

It was noted that guidance on pricing transparency has been revised and that both a patient subgroup discussion and a pharmacist panel workshop are scheduled to take place next week, during which feedback will be gathered.

The Executive further reported that seven of the eight common condition protocols have been received, with one outstanding protocol still to be provided by the HSE. Finally, it was noted that due to delays, both from the Department and the PSI, updates required to the Pharmacy Act 2007 had not been significantly progressed.

Agenda Item 9 – General matters

Agenda Item 9.1 – Areas of focus for next meeting

Information

The Committee discussed its areas of focus for the next meeting, with reference to the 2025 Workplan. Key topics identified included the Organisation Development Project and the Core Funding Review. The Committee expressed a particular interest in holding a dedicated meeting to provide input into the Core Funding Review. It was agreed that a date for this meeting would not be set in advance. Instead, a meeting will be scheduled once sufficient progress has been made, with the understanding that it may be convened as a single agenda item meeting.

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

Information

The Committee noted the decisions made at this meeting, including the approval of the Corporate Procurement Plan and the Management Accounts to 31 March 2025, both of which will be brought forward to Council.

Meeting Concluded at: 12:09

Signed by:

Chair

Date