
Agenda Item G 1

Report on material decisions of the Performance and Resources Committee

From: Dr. Ann McGarry, Chair of the Performance and Resources Committee

The Performance and Resources Committee met on Thursday, 10th of July and Wednesday 17th of September. The items below refer to matters before Council for decision. The detailed agendas for the Committee meetings can be found in Annex 1, and the Minutes will be available in the General Information folder of the Council iPads, once approved by the Committee.

Matters before Council for decision

G.2 Approval of the Terms of Reference of the Performance and Resources Committee

The Committee discussed and approved proposed changes to the Terms of Reference of the Committee to enable the recording of the transcript of meetings of the Performance and Resources Committee. The transcript will be kept for a maximum of 30 days before being deleted. The Committee agreed to recommend the approval of the updated Terms of Reference of the Performance and Resources Committee to Council, at its next meeting.

G.3 Approval of the Management Accounts to 30 June 2025 and high level forecast to year end

The Committee reviewed the management accounts to 30 June 2025, including the outturn to year-end. The Committee commended the expanded notes section, which explains in detail significant variances and noted that the projected deficit would be circa one million lower than budgeted, with the outturn projecting a deficit of just over two million euro. The Committee agreed to recommend the approval of the management accounts to Council, at its next meeting.

G.4 Approval of the Climate Action Roadmap 2025

The Committee reviewed the Climate Action Roadmap 2025, noting that a climate action workshop had been held with all staff in June, to gather ideas and suggestions for the Roadmap. The Committee agreed to recommend the approval of the Climate Action Roadmap 2025 to Council, at its next meeting.

G.5 Approval of the Environmental Policy

The Committee reviewed the Environmental Policy, the development of which had arisen as part of a recommendation under the Environmental Impact Internal Audit. The Committee agreed to recommend to Council the approval of the Environmental Policy, at its next meeting.

G.6 Approval of the PSI Information Security Manual for Council, Advisory and Disciplinary Committees

The Committee was updated on the changes to the PSI Information Security Manual for Council, Advisory and Disciplinary Committees. The Committee noted that the policy had been updated to reflect the new AI environment. The Committee agreed to recommend to Council the approval of the PSI Information Security Manual for Council, Advisory and Disciplinary Committees, at its next meeting.

Updates on other matters

Strategic Financing Review – Core Funding Review and Organisation Development Project Update

The Committee received a presentation from Kevin Cooney of Forvis Mazars on the Core Funding Review Project, where the project's methodology was outlined, including financial analysis, scenario modelling and proposed implementation options. The Committee noted the proposed increase in registration related fees as the reserves are being reduced, due to the ongoing operating deficit, with expenditure exceeding income. The Committee noted that PSI is mainly self-funding, with 92% of income coming from registration related fees. The Committee also noted that there had been no increase in fees and two decreases in fees since 2008.

The Committee discussed the financial analysis and benchmarking that had been carried out, which has been set out in the Draft Core Funding Review Report. The Committee also received an update on the initial engagement with the Department of Health in relation to the outputs from the review. The Committee recommended that the Draft Core Funding Review Report be discussed by Council, at its next meeting in advance of wider stakeholder engagement. The Committee acknowledged the importance of stakeholder communication in relation to any proposed changes to the current fee model.

The Committee also discussed the outputs from the Organisation Development Project and the accompanying reports. The Current State Assessment Report sets out the activities undertaken to evaluate the current state of the organisation in order to understand further how the current operating model and the availability of resources are supporting or impacting the achievement of core regulatory activities and strategic objectives. The Operating Model Report and the Strategic Workforce Planning Report assess and refine the current operating model to enable PSI to become more agile and high-performing by exploring opportunities to optimise resource allocation and streamline processes to ensure a sustainable workforce into the future.

The Committee discussed the outputs of the reports, the updated organisation structure and that the new organisation structure proposes an addition eleven staff, which had been modelled as part of the financial modelling for the Core Funding Review.

The Committee noted that post consideration by Council of the outputs of the Organisation Development Project and the Core Funding Review Project on the 2nd of October, that the reports would be considered further by the Performance and Resources Committee at its meeting on 13 October, for recommendation to Council for approval at its meeting on 23rd of October 2025.

Agenda

Performance and Resources Committee

Meeting taking place on Thursday 10th July at 2:30pm

The meeting will be held online via MS Teams

Colour code: **Red**—for decision; **Green**—for discussion; **Blue**—for information

Indicative Time	Item Descriptor		Item Presenter
2:30	1.	Apologies	Chair
2:32	2.	Declaration of Interests (See Appendix A below)	Chair
2:34	3.	Approval of Agenda	Chair
2:37	4.	Approval of the draft Minutes of the Committee meeting held on 22nd May 2025	Chair
2:40	5.	<u>Finance and Support Services</u>	Presentation from Mazars
	5.1	Core Funding Review Update	
3:5	6	<u>General matters</u>	Chair
	6.1	Areas of focus for next meeting	
	6.2	Recap of decisions taken at this meeting for Committee Report to Council	

We anticipate the meeting should end at approximately 4:00pm.

The next meeting will be on: tbc.

Dr Ann McGarry, Chair of the Performance and Resources Committee

Agenda

Performance and Resources Committee
Meeting taking place on Wednesday 17th September at 9:30am
The meeting will be held online via MS Teams

*Colour code: **Red**—for decision; **Green**—for discussion; **Blue**—for information*

Indicative Time	Item Descriptor		Item Presenter
09:30	1.	Apologies	Chair
09:32	2.	Declaration of Interests (See Appendix A below)	Chair
09:34	3.	Approval of Agenda	Chair
09:37	4.	Approval of the draft Minutes of the Committee meeting held on 10 th July 2025	Chair
09:40	5.	Terms of Reference of the Committee	Chair
09:45	6.	<u>Finance and Support Services</u>	
	6.1	Finance and Support Services Update	Finance & Support Services Manager
	6.2	Delivery of 2025 Procurement Plan – Q3 update	
	6.3	Approval of Management Accounts to 30 June 2025 and high-level forecast for recommendation to Council	Finance and Business Support Officer
	6.4	Climate Action (i) Climate Action Roadmap 2025 (ii) Environmental Policy (iii) Health Card: Climate Action	Finance & Support Services Manager
	6.5	Strategic Financing Review (i) Draft Core Funding Review Report for consideration (ii) Update on engagement with the Department of Health	Representative from Forvis Mazars

		(iii) Health Card: Strategic Financing Review	Finance & Support Services Manager
10:45:	7.	<u>HR, People and Organisation Development</u>	HR & People Development Manager
	7.1	Workforce Planning and Recruitment Update	
	7.2	Health Card: HR Strategy Implementation	
	7.3	Organisation Development Project (i) Current State Assessment Report (ii) Operating Model Report (iii) Strategic Workforce Planning Report (iv) Health Card: Organisation Development Project	
11:30	8	<u>ICT</u>	ICT Manager
	8.1	PSI Information Security Manual for Council, Advisory and Disciplinary Committees	
	8.2	Health Card: ICT Strategy Implementation	
11:45	9	<u>Performance Update</u>	Registrar
	9.1	Update on 2025 Service Plan Project Health Tracker	
	9.2	Health Card: Business Transformation Programme	
12:00	10	<u>General matters</u>	Chair
	10.1	Areas of focus for next meeting	
	10.2	Recap of decisions taken at this meeting for Committee Report to Council	

***We anticipate the meeting should end at approximately 12:30pm.
The next meeting will be on: Monday 13th of October.
Dr Ann McGarry, 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.