West Hertfordshire Hospitals NHS
NHS Trust

FINANCE COMMITTEE WORKPLAN

		April	May	June	July	September	October	November	January	February	March
1.	**Introduction and Administration**										
1.1	Apologies for absence	√	√	√	√	√	√	√	√	√	√
1.2	Declaration of Interests	√	√	√	√	√	√	√	√	√	√
1.3	Minutes of the last meeting	√	√	√	√	√	√	√	√	√	√
1.4	Matters arising/action log	√	√	√	√	√	√	√	√	√	√
2	**Quality, Governance and Compliance**										
2.1	ToR		√							√	
2.2	Workplan			√	√	√	√	√	√	√	√
3	**Financial Assurance**										
3.1	Monthly Finance report, forecast overview and actions	√	√	√	√	√	√	√	√	√	√
3.2	Cash and funding, risks and management	√	√	√	√	√	√	√	√	√	√
3.3	Progress with partner contracts	√	√	√	√	√	√	√	√	√	√
3.4	Trust Financial risk register				√	√	√	√	√	√	√
3.6	CIP update	√	√	√	√	√	√	√	√	√	√
3.7	Capital expenditure planning and risks	√	√	√	√	√	√	√	√	√	√
3.8	Procurement Strategy					√			√		
4	**Investment cases**										
4.1	Business cases for approval/review	√	√	√	√	√	√	√	√	√	√
5	**Planning**										
5.1	Annual Plan and budget							√	√	√	√
5.2	Long Term Financial Planning	√			√		√		√		
6	**Closing**										
6.1	Items for Escalation to the Board	√	√	√	√	√	√	√	√	√	√
6.2	Any other business	√	√	√	√	√	√	√	√	√	√
6.3	Next meeting date and time	√	√	√	√	√	√	√	√	√	√