

**West Hertfordshire Hospitals NHS Trust  
Sub Committee Summary Report**

*Finance and Planning Committee  
29 January 2007*

**Key items discussed**

- Finance
- Performance
- 18 Week Project
- Capital Planning
- Workforce and HR
- Improvement Plan
- Local Security Management Specialist

**Actions agreed**

**Finance**

- Greater clarity and explanation to be provided on pay figures
- Linkage to be made between finance team and work being done in HR to scope potential costs of Agenda for Change appeals
- Meetings to take place between relevant Directors to ensure that there is good connectivity between business planning, commissioning and budget planning for 2007/08
- Discussions to take place in PMO meetings regarding future levels of expenditure by staff group
- Consideration to be given to future business opportunities
- First cut of 2007/08 budget to be discussed at February Finance and Performance Committee

**18 Week Project**

- Further report to February Finance and Performance Committee responding to the issues highlighted by the "guide to NHS Boards" paper issued by the SHA

**Improvement Plan**

- Concise report to be produced indicating progress on the key issues

**Workforce and HR**

- Agreement to be reached on how best information on staff groups can be presented in the future
- Further report to Finance and Performance Committee in May on future workforce profiles

**Local Security Management Specialist**

- Recruitment approved