

DELIVERY TEAM FINANCE ACTION PLAN

Measure	Actions	Lead	By When	Status
1. Weekly Financial Recovery meeting to focus on : <ul style="list-style-type: none"> • Savings Delivery • Performance against spending controls 	<ul style="list-style-type: none"> • Revised FRM Packs developed • Set up weekly meetings • Agree weekly meeting plan/focus and data set (rolling 4 week cycle) <ul style="list-style-type: none"> ➤ Wk 1 Finance Pack ➤ Wk 2 Savings ➤ Wk 3 Recovery Plan ➤ Wk 4 Workforce 	<ul style="list-style-type: none"> • LH • LH • LH 	16th July	<ul style="list-style-type: none"> • Complete • Complete • Complete
2. High Value Opportunities	<ul style="list-style-type: none"> • Weekly HVO opportunity meeting cycle • Agree savings profiles and unit impact 	<ul style="list-style-type: none"> • DE/HE • DE/HE 	19 th July 2 nd August	<ul style="list-style-type: none"> • In Progress • In Progress
3. Recovery Plan Development	<ul style="list-style-type: none"> • Recovery Plan templates issued • Formal request for Recovery Plan • FMG discussion 12th July • Financial Recovery Meeting focus 16th July • Submission 26th July • Review by 2nd August 	<ul style="list-style-type: none"> • SL • TM • Service Directors/Executive Directors • Service Directors/Execs 	5 th July 12 th July 16 th July 26 th July 2 nd August	<ul style="list-style-type: none"> • Complete • In Progress • In Progress • Planned • Planned

	<ul style="list-style-type: none"> Formal Leadership Team 7th August 	<ul style="list-style-type: none"> LH/HE/DG/CW/SHG Service Directors/Execs 	7 th August	<ul style="list-style-type: none"> Planned
4. Review of Key Overspending Areas	<ul style="list-style-type: none"> Define, Identify and prioritise key overspending areas Identify key metrics for consideration Agree review process and outcomes Undertake Reviews 	<ul style="list-style-type: none"> LH/HE/DG LH/HE/DG LH/HE/DG LH/HE/DG 	12 th July 19 th July 19 th July 21 st August	<ul style="list-style-type: none"> In Progress In Progress In Progress Planned
5. Review/Deep Dive Corporate Directorates	<ul style="list-style-type: none"> Identify impact of BBC diseconomies Review staffing levels/vacancies Non-pay expenditure review Agree review process and outcomes Undertake Reviews 	<ul style="list-style-type: none"> LH HR LH LH/HE/DG/HR TM/LH/HE/DG/HR 	26 th July 2 nd August 2 nd August 19 th July 28 th August	<ul style="list-style-type: none"> In Progress In Progress In Progress Planned Planned
6. Business Case development management	<ul style="list-style-type: none"> Review Business case development pipeline Identify specific development priorities linked to WG investment priorities 	<ul style="list-style-type: none"> LH/SHG LH/SHG/HE/CW 	19 th July	<ul style="list-style-type: none"> In Progress In Progress
7. Strengthen Vacancy Control	<ul style="list-style-type: none"> Revise vacancy control request Establish greater review/scrutiny of A&C vacancies 	<ul style="list-style-type: none"> HR HR 	26 th July	<ul style="list-style-type: none"> In Progress
8. Adopt "Cease or Justify" approach to non-nursing,	<ul style="list-style-type: none"> Identify all A&C agency and overtime 	<ul style="list-style-type: none"> LH 	12 th July	<ul style="list-style-type: none"> In progress

non-medical agency and overtime	<ul style="list-style-type: none"> • Units/Directorates to provide the justification case to continue • Review of justification • Enhance authorisation process for A&C bank and agency 	<ul style="list-style-type: none"> • Service Directors/Executive Directors • HR/LH/HE/DG • HR/LH 	<p>19th July</p> <p>26th July 9th August</p>	<ul style="list-style-type: none"> • Planned • Planned • Planned
9. "Red Pen" underspending budgets	<ul style="list-style-type: none"> • Review all cost centres budget variance for M1-3 • Assess potential level of budget removal • Agree disestablishment mechanism • Agree protocol for reinstatement of budget/establishment 	<ul style="list-style-type: none"> • LH/HE/DG • LH/HE/DG • LH/HE/DG/HR • LH/HE/DG/HR 	16 th August	<ul style="list-style-type: none"> • Planned
10. Review of Reserves and Commitments	<ul style="list-style-type: none"> • Review of central reserves and commitments to consider opportunities to reduce/delay • Review unit/directorate reserves/commitments 	<ul style="list-style-type: none"> • LH/TM/Executive Team • LH/TM/Executive Team 	<p>26th July</p> <p>2nd August</p>	<ul style="list-style-type: none"> • In Progress • Planned
11. Evaluation of Quality & Safety risks required to be addressed	<ul style="list-style-type: none"> • Agree clear protocol for management of agreed investments through disinvestments to address risks 	<ul style="list-style-type: none"> • LH/HE/DG/CW/SHG/RE/GH 	26 th July	<ul style="list-style-type: none"> • Planned