

**NORTHUMBERLAND TYNE AND WEAR NHS FOUNDATION TRUST
BOARD OF DIRECTORS' MEETING**

ACTION CHECKLIST

Issue	Date arose	Responsible Officer	Progress
Safer Staffing - An additional report of the outcome of the drilling down exercises, perhaps on a quarterly basis.	24/9/14	GO	To be considered every 6 months with skill mix review - at July 2015 Board meeting.
The percentage of patients participating in the Points of You process to be built into the Quality Report for 2014/15.	24/9/14	LQ	To be included in the Quality Report for 2014/15. Actioned – included in May 2015 Board day.
Chief Executives report – “Learning from Savile” – Board to consider an overview report prior to submission in June 2015	25/3/15	GO	Actioned – included in May 2015 Board day.
Chief Executives report – A more comprehensive report on “Reducing harm from tobacco” is planned for June 2015 meeting.	25/3/15	DG	Planned for June Board.
Equality and Diversity Standard final documentation for baseline date to June Board and then annually prior to 1 April	25/3/15	LCJ (CR)	Planned for June Board.

**Vicky Grieves
Personal Assistant to
Chief Executive and Chairman
May 2015**