

**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.
Guidance notes on each postholder who is required to fulfil the requirements of the Fit and Proper Person Test including annual review.	27/5/15	EJ	Planned for July.

**Eric Jarvis  
Board Secretary  
June 2015**