

**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 – scheduled for September Board meeting.
Fit and Proper Person Test – The Board Secretary is currently drawing up a guidance note which sets out the rationale for each postholder required to fulfil the requirements of the Fit and Proper Person Test, which will also include review arrangements.	27/5/15	EJ	The draft guidance note to be issued for comments in week commencing 20 July 2015.

**Eric Jarvis
Board Secretary
July 2015**