

Safer Staffing Report Trust Board reporting schedule 2014/15.

The table below sets out the schedule for reports to the Trust Board of Northern Devon Healthcare NHS Trust (NDHT) in respect of safe staffing. Please note:

1. Public Trust Board meetings are held every other month at NDHT and thus, as per National Quality Board guidelines, each public Board will receive reports for two months.
2. Monthly reports will be produced and in the month where there is no public Board this report will be received by at the Board Development Day or Board Briefing sessionⁱ.

Month	Report	Board
July	Monthly reports for May & June Acuity analysis May 2014	Public Trust Board Meeting
August	Monthly report for July	Board Briefing Session
September	Monthly reports for July & August	Public Trust Board Meeting
October	Monthly report for September	Board Development Day
November	Monthly reports for September & October	Public Trust Board Meeting
December	Monthly report for November	Board Briefing Session
January	Monthly reports for November & December Acuity Analysis November 2014	Public Trust Board Meeting
February	Monthly report January	Board Development Day
March	Monthly reports January & February	Public Trust Board Meeting

ⁱ This is to ensure that Board members are aware of trends, issues and actions in a timely manner.