

**Trust Board of Directors update**  
**Report Summary**

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| <b>Date of meeting:</b> 3 July 2025   |  |
| <b>Title of Document:</b> Fit and Proper Person Test Framework  |  |
| <b>To be presented by:</b><br>Ann Filby, Trust Secretary  | <b>Author:</b><br>Ann Filby, Trust Secretary   |
| <b>1. Status:</b> <b>For Approval/Discussion/<u>Assurance</u>/Noting/Information</b>  |  |
| <b>2. Purpose:</b><br>The report confirms completion of the annual fit and proper person checks as required by the framework published in 2023. |  |
| Relates to:   |  |
| Strategic Objective   | All  |
| Operational performance   |  |
| Quality and equality impact   |  |
| Legal, Regulatory, Audit  | <a href="#">Regulation 5, The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014</a>  |
| Finance   |  |
| Governance  | The NHS Provider Licence requires Boards to be satisfied that the principles, systems and standards of good corporate governance which reasonably would be regarded as appropriate for a supplier of health care services to the NHS are in place and that the Board has regard to such guidance on good corporate governance as may be issued |
| NHS policy/public consultation  | NHS England Fit and Proper Person Test Framework for board members, August 2023  |
| Accreditation/ Inspection   | Annual submission to NHS Regional Director and Care Quality Commission review as part of planned Well-led inspections  |
| Anchor institutions   |  |
| ICS/ICB/Alliance  |  |
| Board Assurance Framework (BAF) Risk  |  |
| Other   |  |

### **3. Summary:**

The requirement to undertake a Fit and Proper Person Test (FPPT) check on appointment and on an annual basis has been in place for some years. The revised framework and supporting information was published on 2 August 2023 and took effect from 30 September 2023. Enhanced checks are required, both on appointment and as part of the annual review process. In April 2024 the Chair of NHS England confirmed that the FPPT was in future to be carried out at the same time of year as the annual appraisals.

The FPPT requirement forms part of the Trust's Standards of Business Conduct Policy, most recently revised and approved by the Audit and Risk Committee on 7 January 2025.

The Trust Chair is accountable for delivery of these requirements supported by the Trust Secretary, who takes operational responsibility under the Executive leadership of the Director of People and Organisational Development.

The Board has agreed that all members, voting and non-voting, and the Deputy Chief Medical Officers are in scope.

- All checks have been undertaken by the Trust Secretary and the Chair reviewed the evidence that this has been completed on 27 June 2025.
- Self-attestation forms were completed by individuals and reviewed and signed by the Trust Chair by 26 June 2025. The Senior Independent Director has confirmed the assessment for the Trust Chair.
- The Electronic Staff Record for each member is currently being updated.
- The reporting template will be completed and submitted to NHS England by the 30 June 2025 deadline.
- All those in scope are judged to be fit and proper persons.

### **4. Recommendations / Actions**

The Board is asked to note the outcome of the review.