

This template may be used by Foundation trusts and NHS trusts to record the self-certifications that must be made under their NHS Provider Licence.  
You do not need to return your completed template to NHS Improvement unless it is requested for audit purposes.

## Self-Certification Template - Condition FT4

Sherwood Forest Hospitals NHS Foundation Trust

*Insert name of  
organisation*



Foundation Trusts and NHS trusts are required to make the following self-certifications to NHS Improvement:

*Corporate Governance Statement - in accordance with Foundation Trust condition 4 (Foundations Trusts and NHS trusts)*  
*Certification on training of Governors - in accordance with s151(5) of the Health and Social Care Act (Foundation Trusts only)*

These self-certifications are set out in this template.

### **How to use this template**

- 1) Save this file to your Local Network or Computer.
- 2) Enter responses and information into the yellow data-entry cells as appropriate.
- 3) Once the data has been entered, add signatures to the document.

Corporate Governance Statement (FTs and NHS trusts)

The Board are required to respond "Confirmed" or "Not confirmed" to the following statements, setting out any risks and mitigating actions planned for each one

Corporate Governance Statement

Response

Risks and Mitigating actions

|  |                  |   |                       |
|--|------------------|---|-----------------------|
| <p>1 The Board is satisfied that the Licensee applies those 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.</p>  | <p>Confirmed</p> | <p>Systems and processes require regular attention and continued vigilance, via management and the Board committee structure. System and controls assurances are obtained via the Audit and Assurance Committee. More complete explanations about systems of corporate governance and internal control are set out in the Annual Governance Statement included in the Trust's annual report</p> | <p>hREF!</p>          |
| <p>2 The Board has regard to such guidance on good corporate governance as may be issued by NHS Improvement from time to time</p>  | <p>Confirmed</p> | <p>Revised guidance with regard to good corporate governance forms part of the board development programme as appropriate. Corporate governance processes and systems are revised to reflect the guidance where appropriate e.g Conflicts of Interest guidance from NHS England</p>   | <p>hREF!</p>          |
| <p>3 The Board is satisfied that the Licensee has established and implements:<br/>(a) Effective board and committee structures;<br/>(b) Clear responsibilities for its Board, for committees reporting to the Board and for staff reporting to the Board and those committees; and<br/>(c) Clear reporting lines and accountabilities throughout its organisation.</p>   | <p>Confirmed</p> | <p>Ongoing focus of the Board on its structures to ensure it can undertake its central role of strategic planning, risk management and performance oversight effectively.</p>   | <p>hREF!</p>          |
| <p>4 The Board is satisfied that the Licensee has established and effectively implements systems and/or processes:<br/>(a) To ensure compliance with the Licensee's duty to operate efficiently, economically and effectively;<br/>(b) For timely and effective scrutiny and oversight by the Board of the Licensee's operations;<br/>(c) To ensure compliance with health care standards binding on the Licensee including but not restricted to standards specified by the Secretary of State, the Care Quality Commission, the NHS Commissioning Board and statutory regulators of health care professions;<br/>(d) For effective financial decision-making, management and control (including but not restricted to appropriate systems and/or processes to ensure the Licensee's ability to continue as a going concern);<br/>(e) To obtain and disseminate accurate, comprehensive, timely and up to date information for Board and Committee decision-making;<br/>(f) To identify and manage (including but not restricted to manage through forward plans) material risks to compliance with the Conditions of its Licence;<br/>(g) To generate and monitor delivery of business plans (including any changes to such plans) and to receive internal and where appropriate external assurance on such plans and their delivery; and<br/>(h) To ensure compliance with all applicable legal requirements.</p> | <p></p>          | <p>[including where the Board is able to respond 'Confirmed']</p>   | <p>Please Respond</p> |
| <p>5 The Board is satisfied that the systems and/or processes referred to in paragraph 4 (above) should include but not be restricted to systems and/or processes to ensure:<br/>(a) That there is sufficient capability at Board level to provide effective organisational leadership on the quality of care provided;<br/>(b) That the Board's planning and decision-making processes take timely and appropriate account of quality of care considerations;<br/>(c) The collection of accurate, comprehensive, timely and up to date information on quality of care;<br/>(d) That the Board receives and takes into account accurate, comprehensive, timely and up to date information on quality of care;<br/>(e) That the Licensee, including its Board, actively engages on quality of care with patients, staff and other relevant stakeholders and takes into account as appropriate views and information from these sources; and<br/>(f) That there is clear accountability for quality of care throughout the Licensee including but not restricted to systems and/or processes for escalating and resolving quality issues including escalating them to the Board where appropriate.</p>   | <p>Confirmed</p> | <p>[including where the Board is able to respond 'Confirmed']</p>   | <p>hREF!</p>          |
| <p>6 The Board is satisfied that there are systems to ensure that the Licensee has in place personnel on the Board, reporting to the Board and within the rest of the organisation who are sufficient in number and appropriately qualified to ensure compliance with the conditions of its NHS provider licence.</p>  | <p>Confirmed</p> | <p>[including where the Board is able to respond 'Confirmed']</p>   | <p>hREF!</p>          |

Signed on behalf of the Board of directors, and, in the case of Foundation Trusts, having regard to the views of the governors

Signature

Signature

Name [Claire Ward]

Name [Richard Mitchell]

Further explanatory information should be provided below where the Board has been unable to confirm declarations under FT4.

A However during the year the organisation responded to the NHS Level 4 incident declared in response to the COVID-19 pandemic. This required the Trust to respond swiftly to issue raised, a Incident reporting governance process was implemented to ensure the Board were sighted to the issues and outcomes of actions.

OK

Certification on training of governors (FTs only)

The Board are required to respond "Confirmed" or "Not confirmed" to the following statements. Explanatory information should be provided where required.

Training of Governors

1 The Board is satisfied that during the financial year most recently ended the Licensee has provided the necessary training to its Governors, as required in s151(5) of the Health and Social Care Act, to ensure they are equipped with the skills and knowledge they need to undertake their role.

Confirmed OK

Signed on behalf of the Board of directors, and, in the case of Foundation Trusts, having regard to the views of the governors

Signature

Signature

Name Claire Ward

Name Richard Mitchell

Capacity Chair

Capacity Chief Executive

Date 6th May 2021

Date 6th May 2021

Further explanatory information should be provided below where the Board has been unable to confirm declarations under s151(5) of the Health and Social Care Act

However the impact of the COVID 19 pandemic has significantly reduced the opportunities for governor training since the end of March 2020, although Governors have received regular communications regarding the impact of COVID 19 on the operational aspects of the Trust with regarding to patient services and staff welfare.