

Board of Directors Meeting in Public

Subject:	Fit and Proper Person Requirement Annual Report	Date: 28th June 2018		
Prepared By:	Shirley A Higginbotham, Head of Corporate Affairs and Co Sec,			
Approved By:	Shirley A Higginbotham, Head of Corporate Affairs and Co Sec,			
Presented By:	Shirley A Higginbotham, Head of Corporate Affairs and Co Sec			
Purpose				
To provide assurance to the board regarding compliance with the Fit and Proper Person Requirement			Approval	
			Assurance	X
			Update	
			Consider	
Strategic Objectives				
To provide outstanding care to our patients	To support each other to do a great job	To inspire excellence	To get the most from our resources	To play a leading role in transforming health and care services
X	X			X
Overall Level of Assurance				
	Significant	Sufficient	Limited	None
		X		
Risks/Issues				
Financial	N/A			
Patient Impact	N/A			
Staff Impact	N/A			
Services	N/A			
Reputational	Failure to comply with the regulations could significantly impact on the reputation of the Trust			
Committees/groups where this item has been presented before				
N/A				
Executive Summary				
<p>The Care Quality Commission Regulation 5: Fit and Proper Persons requirement came into force on 1st April 2015 and was revised in January 2018 to make explicit the requirement to undertake an enhanced DBS check for directors. The Trust was already doing this; therefore there is no requirement to revise our policy.</p> <p>The Policy and Procedure for the Fit and Proper Person Requirements was approved by Trust Board in January 2017 and is due for review in January 2019.</p> <p>The regulation applies to all directors, executive and non-executive, permanent, interim and associate positions, irrespective of their voting rights. The regulation does not apply to the Council of Governors.</p> <p>The personal files of all directors are held in the Corporate Services office. An audit of the files is undertaken annually and the team keep a record of the documentation required these include DBS checks, insolvency checks and the annual self-declaration.</p> <p>A review of the personal files of all directors noted the evidence required to meet the requirements.</p>				

