

## Council of Governors

<b>Subject:</b>	Fit and Proper Person Requirement Annual Report	<b>Date: 15<sup>th</sup> August 2018</b>		
<b>Prepared By:</b>	Shirley A Higginbotham, Head of Corporate Affairs and Co Sec,			
<b>Approved By:</b>	Shirley A Higginbotham, Head of Corporate Affairs and Co Sec,			
<b>Presented By:</b>	Shirley A Higginbotham, Head of Corporate Affairs and Co Sec			
<b>Purpose</b>				
To provide assurance to the council regarding compliance with the Fit and Proper Person Requirement		<b>Approval</b>		
		<b>Assurance</b>	X	
		<b>Update</b>		
		<b>Consider</b>		
<b>Strategic Objectives</b>				
<b>To provide outstanding care to our patients</b>	<b>To support each other to do a great job</b>	<b>To inspire excellence</b>	<b>To get the most from our resources</b>	<b>To play a leading role in transforming health and care services</b>
X	X			X
<b>Overall Level of Assurance</b>				
	<b>Significant</b>	<b>Sufficient</b>	<b>Limited</b>	<b>None</b>
		X		
<b>Risks/Issues</b>				
<b>Financial</b>	N/A			
<b>Patient Impact</b>	N/A			
<b>Staff Impact</b>	N/A			
<b>Services</b>	N/A			
<b>Reputational</b>	Failure to comply with the regulations could significantly impact on the reputation of the Trust			
<b>Committees/groups where this item has been presented before</b>				
N/A				
<b>Executive Summary</b>				
<p>The Care Quality Commission Regulation 5: Fit and Proper Persons requirement came into force on 1<sup>st</sup> 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>				