



Fit & Proper Persons: Guidance and Declaration

Introduction

A 'fit and proper persons' test seeks to ensure that those in leadership positions in an organisation are suitable. It is widely adopted across multiple sectors as part of the onboarding process for new appointments to boards and management positions, with many incorporating it into annual review and confirmations.

Our approach

We have prepared a declaration based on the NHS' new framework and mandatory declaration that we are asking all Committee members and ELT members to review and sign. Going forward, all new prospective members will be asked to complete this.

If you are confident you do not need to disclose any information listed on the declaration, please sign and return it to us. You should advise us immediately if your circumstances change and you do not feel that the declaration still applies.

If you have any concerns about your ability to make any part of the declaration, please contact us at the earliest opportunity so that we can discuss and agree any action needed.

Completed forms will be retained by us and held securely.

Further information

If you have any questions regarding the requirement or completing the form, please do not hesitate to contact Gordon Hockey, Director of Legal.

Declaration

I declare that I am a fit and proper person to carry out my role.

- I am of good character
- I have the qualifications which enable me to be a member of the Committee

- Where applicable, I have not been erased, removed or struck-off a register of professionals maintained by a professional or regulatory body
- I am capable by reason of health of properly performing tasks which are intrinsic to the position
- Within the last five years:
 - I have not been convicted of a criminal offence in the British Islands or elsewhere (which if committed in England, Scotland or Wales would constitute a criminal offence)
 - I am not an un-discharged bankrupt nor have I been subject to bankruptcy restrictions, or made arrangement/compositions with creditors from which I have not been discharged
 - I have not been on any 'barred' list.
- I have not been responsible for, contributed to or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity or providing a service elsewhere which, if provided in England, would be a regulated activity.

Should my circumstances change, and I can no longer comply with the Fit and Proper Person Test (as described above), I acknowledge that it is my duty to inform the CPE CEO or Independent Chair immediately.

Signed:

Name:

Date:

If you have signed the declaration but want to make any information known or clarify any points, please add them in the space below.