

Fit and proper persons test: directors

As part of the inspection process we will assess and report whether the trust has robust and thorough processes in place for the recruitment, management, discipline and dismissal of directors.

The assessment will be made under the trust-wide well-led key question KLOE W1: Is there the leadership capacity and capability to deliver high-quality, sustainable care? The related prompt is W1.1 Do leaders have the skills, knowledge, experience and integrity that they need – both when they are appointed and on an ongoing basis?

Inspection teams should confirm whether the provider has undertaken appropriate appointments of its board directors and has satisfied itself that at appointment, and subsequently, all directors are deemed to be of good character and are not unfit.

This may involve:

- Checking personnel files of recently appointed directors (including internal appointments of existing staff).
- Checking information/records about appraisal rates for executive and non-executive directors.
- The inspection team will want to check that the provider is aware of the various guidelines on recruitment of executives and that they have implemented procedures in line with this best practice.

The below checklist can be used to structure the assessment.

Our findings related to fit and proper persons: directors will be reported within the trust-wide well-led sections of the report and evidence appendix.

Please note that following an FPPR consultation process updated training and guidance is to be launched in December 2017. Current guidance can be found [here](#).

**NEXT PHASE METHODOLOGY (2017)
WELL-LED**

File:

Question	Yes	No	Comment
Robust recruitment process			
Competency based interview			
Valid DBS			
Qualifications checked			
Professional body checks			
Evidence of reference checks			
Employment history			
Occupational health			
What is the process undertaken in the appointment of directors to check they are fit			
Register of interests and hospitality			
Managerial supervision			
Annual appraisal			
What process is in place to check FPPR for acting positions?			
<ul style="list-style-type: none"> Ongoing process the provider has in place to continuously monitor fitness 			
<ul style="list-style-type: none"> Chair /directors' understanding of Fit and proper person 			
<ul style="list-style-type: none"> Examples of how the chair comes to a decision of fitness & where concerns are identified. 			
<ul style="list-style-type: none"> Directors' understanding of their role in the context of requirements and awareness of guidelines to support best practice 			