

# Fit and Proper Persons Requirement: Board Directors Checklist

This checklist (or similar) is completed for all applicants for the positions included in the Trust’s Fit and Proper Persons policy.

Where the Trust engages the services of a recruitment consultancy to assist with an appointment, it will ask the consultants to carry out all or some of the checks and will request documentary evidence that the checks have been completed satisfactorily.

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| **First Name** |  | **Surname** |  |
| **Position** |  | **Date** |  |

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|  | | **Checked (initials)** | **Date/Comments** |
| **Identification Checks** | | | |
| **1** | Evidence of the right to work checklist (NHS Employment Standards) |  |  |
| **2** | Confirmation of any restrictions on right to work in UK |  |  |
| **3** | Confirmation copies taken and verified |  |  |
| **Employment History** | | | |
| **4** | Confirmation of full employment history |  |  |
| **5** | Any gaps in employment/study have been clearly documented and written explanations provided |  |  |
| **Qualification Checks** | | | |
| **6** | Original certificates verified for relevant qualifications to the role (as in JD/PS) |  |  |
| **7** | Confirmation copies taken and verified |  |  |
| **Disclosure & Barring Service Checks** | | | |
| **8** | Enhanced DBS check (including children and vulnerable adults barred list) received prior to commencement of contract |  |  |
| **9** | Confirm e-DBS undertaken and date received |  |  |

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| **Professional Registration** | | | |
| **12** | Evidence of professional registration checked at initial appointment (where relevant) |  |  |
| **13** | State professional body and details of registration |  |  |
| **References** | | | |
| **14** | Reference from current employer |  |  |
| **15** | Further relevant reference |  |  |
| **Occupational Health Checks** | | | |
| **16** | Completed OH Declaration Form received |  |  |
| **17** | OH referral completed if appropriate |  |  |
| **Fit and Proper Persons Checks** | | | |
| **18** | Declaration Form received and confirmation of no cause for concern |  |  |
| **19** | If there is any cause for concern, confirm outcome after discussion with Appointments Panel chair |  |  |
| **20** | Confirm check against the ‘barred’ list:   * Register of disqualified directors * Bankruptcy/insolvency register * Register of removed charities trustees |  |  |
| **21** | Confirm any relevant web search results |  |  |
| **Misconduct/Mismanagement Checks** | | | |
| **22** | Search of CQC records (check if any provider for whom the individual has worked has had registration suspended/cancelled due to failings in care in last five years+) |  |  |
| **23** | Check involvement of individual or any providers in previous inspections |  |  |
| **24** | Review PHSO reports relating to providers to identify whether these give rise to any concern |  |  |