

RECRUITMENT AND SELECTION PROCEDURE ACTION CARD**TITLE – Fit and Proper Persons Requirements Checklist****RSP2****FOR USE BY:** Executive Director of Human Resources and Organisational Development**LIAISES WITH:** Care Quality Commission, Trust Chair, Chief Executive, Non-Executive Directors, Executive Directors, Workforce Resourcing Manager, Head of Recruitment

Rationale: to provide assurance within the Trust and to regulatory bodies that the most senior, Board-level managers and leaders within the organisation are of suitable character and background to hold such a position of trust and responsibility.

When a new Director (Executive or Non-Executive) is recruited to the Trust Board, the Executive Director of Human Resources and Organisational Development (HR & OD) will complete the Fit and Proper Persons Requirements Checklist, in compliance with CQC requirements:

- Following recruitment and selection activities, and upon a *conditional* offer being accepted by the successful candidate, the recruiting manager/director will advise the candidate that FPPR checks will be carried out.
- The Executive Director of HR & OD will then ensure, with assistance from the Recruitment Team, that the appropriate checks are carried out, and outcomes recorded on the FPPR Checklist.
- When complete, the Executive Director of HR & OD and the Trust Secretary will review and, if appropriate, both sign the completed Checklist, and present to the Trust Chair.

ALWAYS ENSURE ALL RELEVANT ACTIONS ARE DOCUMENTED!