

## Appendix 5: NHS FPPT submission reporting template

*This is a submission form. If anything changes during the year, submit a new form and notify an RD immediately. Do not alter the form.*

NAME OF ORGANISATION	TYPE OF ORGANISATION <i>Select organisation</i>		NAME OF CHAIR	FIT AND PROPER PERSON TEST PERIOD / DATE OF AD HOC TEST:
North East and North Cumbria Integrated Care Board	<input type="checkbox"/>	Trust	Sir Liam Donaldson	Annual assessment: April – June 2025 FPPT period: 2024/25
	<input type="checkbox"/>	Foundation Trust		
	<input checked="" type="checkbox"/>	ICB		

### Part 1: FPPT outcome for board members including starters and leavers in period

Role**	Total Number Count	Confirmed as fit and proper?			Leavers only	
		Yes	No	How many Boad Members in the 'Yes' column have mitigations in place relating to identified breaches? *	Number of leavers	Number of Board Member References completed and retained
Chair/NED board members	4	✓		0	1	1
Executive board members	10	✓		0	2	1 (1 not applicable as was an internal acting up position and remained in the organisation when this ended)
Partner members (ICBs)	6	✓		0	1	Not applicable
Total	20	✓		0	4	

\* See 3.8 'Breaches to core elements of the FPPT (Regulation 5)' in the Framework.

\*\* Do not enter names of board members.


Have you used the Leadership Competency Framework as part of your FPPT assessments for individual board members?	Yes ✓	No
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## Part 2: FPPT reviews / inspections

Use this section to record any reviews or inspections of the FPPT process, including CQC, internal audit, board effectiveness reviews, etc.

Reviewer / inspector	Date	Outcome	Outline of key actions required	Date actions completed
Audit One, internal audit	25.02.2025	'Good' assurance rating	<ul style="list-style-type: none"> <li>A Fit and Proper Person Test Policy to be developed which will further clarify the ICB's processes (including the requirements for annual self-attestation) and who is in scope as per the regulations. Reference to this policy will also be included in the ICB's Recruitment Policy.</li> <li>All copies of pre-employment checks to be signed, dated and certified.</li> <li>ESR to be fully updated with FPPT information.</li> </ul>	<p>Policy drafted and scheduled for approval at Executive Committee in July 2025.</p> <p>Superseded by launch of new TRAC recruitment system which has embedded controls around the signing of documents.</p> <p>Complete 31 May 2025</p>

## Part 3: Declarations

DECLARATION FOR NORTH EAST AND NORTH CUMBRIA ICB (June 2025)				
<b>For the SID/deputy chair to complete:</b>				
FPPT for the chair (as board member)	Completed by (role)	Name	Date	Fit and proper? Yes/No
	SID / Independent Non-Executive Member	David Stout	19/06/2025	Yes
<b>For the chair to complete:</b>				
Have all board members been tested and concluded as being fit and proper?	Yes/No	If 'no', provide detail:		
	Yes			
Are any issues arising from the FPPT being managed for any board member who is considered fit and proper?	Yes/No	If 'yes', provide detail:		
	No			
As Chair of North East and North Cumbria Integrated Care Board, I declare that the FPPT submission is complete, and the conclusion drawn is based on testing as detailed in the FPPT framework.				
Chair signature:				
Date signed:	24/06/2025			
<b>For the regional director to complete:</b>				
Name:				
Signature:				
Date:				