

APPENDIX 6: Letter of Confirmation

Example template for amendment where necessary.

[LEAD EMPLOYING ORGANISATION¹ LETTERHEAD]

[DATE]

Dear [CHAIR NAME²]

Fit and Proper Person Test

This confirmation letter is provided in connection with [name of board member, job title of board member, organisations that the joint board member post covers] for [year of test, e.g. 2023/24] as at [date of conclusion of annual³ FPPT for the individual] for the purpose of the Fit and Proper Person Test.

As Chair of [lead employer], I confirm that I have carried out the Fit and Proper Person Test for [name of board member].

The process and the evidence used by me in carrying out the Fit and Proper Person Test and in being able to reach a conclusion as to whether [name of board member] is fit and proper, is appropriate to reach that conclusion in the context of the Fit and Proper Person Framework.

In accordance with the [Fit and Proper Person Test Framework](#) requirements and in reaching my conclusion that [name of board member] is fit and proper as at [date of conclusion of test], I have assumed that you know no reason that this is not an appropriate conclusion to reach.

Please would you sign and return this letter as confirmation of receipt and that there are no further matters which should be taken into consideration.

Yours sincerely

..... (signature)

..... (Chair of lead employer organisation)

Date.....

I confirm that I have received the outcome for the FPPT for [name of board member] and that I have provided any necessary information for you to reach this conclusion.

..... (signature)

..... (Chair of lead employer organisation)

Date.....

¹ This is the organisation which holds the contract/employs the board member who works jointly across more than one organisation.

² This is the name of the Chair of the other organisation that the joint board appointment is made with.

³ It should be noted that while there will be an annual assessment of being fit and proper, it is a pervasive and ongoing process at all times. Any relevant matter related to the board member being fit and proper should be reported as soon as it arises.

Equality Impact Assessment and Health Inequality Impact Assessment

Title of policy, service, proposal etc being assessed:

Fit and Proper Person Policy

What are the intended outcomes of this work?

This policy has been drafted to support a national framework, of which the ICB has a duty to implement.

How will these outcomes be achieved?

The process being adopted mirrors that set out nationally and following legal advice.

Who will be affected by this work?

This policy will predominately impact on ICB Board Members, and those individuals whose salaries are published in the ICBs Annual Report and Accounts.
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Evidence

Impact Assessment Not Required

The proposals do not start, stop or change a policy, procedure or practice that could result in a differential impact on individuals or groups where their protected characteristic status, as defined by the Equality Act 2010, would be relevant.

The ICB is fully aware of the requirement to meet the individual needs of those protected by the Equality Act 2010 and will ensure that appropriate adjustments are made in the application of this policy and in the recruitment of individuals to the positions covered by this policy.

For your records

Name of person(s) who carried out these analyses: Simone Surgenor – Deputy Chief of Staff – Governance and Policies
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Date analyses were completed:

December 2023/January 2024

Equality and Diversity Lead Sign off

Sign-off received by Paul Curry – 15.01.24: <i>A full equality impact assessment is not required and there is sufficient information for decision makers to be able to show Due Regard, as required by the Equality Act 2010. Paul Curry, Equality and Diversity Lead, 15th January 2024.</i>
