

Integrated Care Board

Date of meeting	24 July 2025
Title of paper	Fit and Proper Persons Test Annual Submission
Presented by	Emma Woollett, Chair
Author	Debra Atkinson Company Secretary / Director of Corporate Governance
Agenda item	23
Confidential	No

Executive summary

Under the NHS England Fit and Proper Persons Test Framework the ICB Chair is required to approve and submit an annual submission to the NHS England North West (NHSE NW) Regional Director by 30 June 2025. The chair is also required to present a report on completion of the annual FPPT in accordance with local policy, to the board in a public meeting.

This report presents to the board assurance of the completion of the annual submission.

Recommendations

The board is asked to **note** the completion and submission of the NHSE FPPT annual submission and declaration in line with NHSE requirements.

Which Strategic Objective/s does the report relate to:		Tick
SO1	Improve quality, including safety, clinical outcomes, and patient experience	✓
SO2	To equalise opportunities and clinical outcomes across the area	
SO3	Make working in Lancashire and South Cumbria an attractive and desirable option for existing and potential employees	✓
SO4	Meet financial targets and deliver improved productivity	
SO5	Meet national and locally determined performance standards and targets	
SO6	To develop and implement ambitious, deliverable strategies	

Implications

	Yes	No	N/A	Comments
Associated risks		✓		
Are associated risks detailed on the ICB Risk Register?			✓	
Financial Implications		✓		

Where paper has been discussed (list other committees/forums that have discussed this paper)

Meeting	Date	Outcomes
Submission reviewed by the Chair	25.06.2025	Approved

Conflicts of interest associated with this report				
Not applicable				
Impact assessments				
	Yes	No	N/A	Comments
Quality impact assessment completed			✓	
Equality impact assessment completed			✓	
Data privacy impact assessment completed			✓	

Report authorised by:	Debra Atkinson, Company Secretary / Director of Corporate Governance
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Integrated Care Board – 24 July 2025

Fit and Proper Persons Test Annual Submission

1. Introduction

- 1.1 NHS England published the fit and proper person test (FPPT) Framework in response to recommendations made by Tom Kark KC in his 2019 review of the FPPT (the Kark Review). The framework also takes into account the requirements of the Care Quality Commission (CQC) in relation to directors being fit and proper for their roles.
- 1.2 The framework introduced a means of retaining information relating to testing the requirements of the FPPT for individual directors, a set of standard competencies for all board directors, a new way of completing references with additional content whenever a director leaves an NHS board, and extension of the applicability to some other organisations, including NHS England and the CQC.
- 1.3 The framework came into effect from 30 September 2023 and the ICB has fully adopted and implemented the requirements of the framework and has implemented a localised policy and associated procedures.
- 1.4 Whilst the ICB FPPT policy is extended to the full Executive team and Directors of Health and Care Integration, the submission to NHSE NW is in relation to members of the ICB's unitary board.

2. Annual submission and declaration

- 2.1 Under the NHS England FPPT Framework the ICB Chair is required to approve and submit an annual submission to the NHS England North West (NHSE NW) Regional Director by 30 June 2025. The chair is also required to present a report on completion of the annual FPPT in accordance with local policy, to the board in a public meeting.
- 2.2 As part of this submission the Chair confirms that they are assured that the ICB has proper systems and processes in place to comply with the FPPT requirements and that:
 - All board members have been concluded as fit and proper.
 - Any issues arising
 - Number of leavers and number of board member references completed and retained
 - Use of Leadership Competency Framework (LCF) as part of assessments / appraisal
 - Outcome of any FPPT reviews / audits

3. Assurances

3.1 To support the chair in signing and submitting this declaration, the company secretary confirmed that the following have been undertaken over the period:

- all board members have submitted an annual self-attestation in February/March 2025 or on appointment (which ever was later)
- annual background checks have been undertaken for all board members in February/March 2025 or on appointment (which ever was later)
- appraisals have been held for the Chair, Non-Executive Members and Executive Members of the Board in the 12-month period up to 30 June 2025
- Letters of confirmation of FPP for the LA and Trust Partner Members have been received. Confirmation has also been received that the GP Partner member has undergone a GP appraisal over the period
- Board Member References completed and held for leavers over the period

3.2 The annual submission and declaration were signed by the Chair and submitted to the NHSE NW Regional Director on 26 June 2025.

4. Recommendations

4.1 The Lancashire and South Cumbria ICB is asked to note the completion and submission of the NHSE FPPT annual submission and declaration in line with NHSE requirements.

Sarah Mattocks

26 June 2025