

**New Accountable Officer Appointment Proforma****Current AO details**

Name	
Start date	
Finish date	
Permanent/ Interim	
Reason for leaving	

**New AO appointee details**

Name	
Email Address	
Start date	
Permanent / Interim (If interim please state period covered)	
Appointee background / experience including current position held and organisation or include candidate CV	
Name of CCG appointment will be held jointly with (where more than one CCG applies)	

**CCG details**

CCG name	
CCG address	
Name of CCG chair	
Email address of CCG chair	
Current assessment rating	
Is the CCG currently in special measures or under legal directions	

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### Recruitment process

Date of interview	
Interview panel (names/job titles)	
Number of candidates interviewed	
Details and date of development centre / process undertaken or scheduled	

### Local Governance arrangements

Current CCG Clinical leader (delete as appropriate)	<i>AO / Chair</i>
CCG Clinical leader once AO appointee in post (delete as appropriate)	<i>AO / Chair</i>
SMT arrangements in place to support interim AO appointee (where applicable)	
Other supporting comments	

### Process steps

Below is a checklist of the steps that were set out in the policy guidance. The DCO is expected to exercise their judgement as to whether all of the steps were required in each individual circumstance. Please use the text box below to give the rationale for any steps that were omitted:

Please use this box to explain any 'no' selections below:

CCG is assured that candidate meets all the requirements of the role and is a fit and proper person	YES/NO
Candidate is eligible for the role and does not meet any of the criteria that would disqualify them from membership of a CCG governing body under the Regulations- i.e. is not an MP or MEP; or member of a local authority; or as an individual, or a partner, member or	YES/NO

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employee of an organisation, provides the CCG with a service or facility to support it in discharging its commissioning functions (this could be a CSU or NHS England)	
CCG can demonstrate that it has followed a fair and proper recruitment procedure which complies with relevant legislation	YES/NO
Appointment has taken account of the Professional Standards Authority standards for members of NHS boards and CCG governing bodies in England	YES/NO
CCG considered seeking appropriate support (recruitment agency, CSU etc.) where relevant	YES/NO
Candidates underwent appropriate and robust individual development and assessment centre – the purpose of this requirement is to ensure that every CCG AO has an individual senior leadership development plan in place, and that the CCG is committed to supporting the ongoing personal development of the new AO as a commissioning leader	YES/NO
All relevant stakeholders were engaged in the selection process	YES/NO
External assessors from NHS England were considered for involvement in the selection process	YES/NO
CCG has notified the relevant DCO in writing of the nomination for the new AO	YES/NO
CCG has provided the DCO with details of the recruitment process and what steps it has taken to assure itself of the AO designates fitness for the role	YES/NO
CCG compliant with CCG off payroll and agency spend guidance	YES/NO
DCO team and/or Regional Director recommends that the AO is appointed	YES/NO

The following people should normally have agreed this appointment:

Locality Director  
DCO team/DAD  
Regional Director.

The central team will then submit to the Chief Executive for final sign off. Please submit to [england.ccgiaf@nhs.net](mailto:england.ccgiaf@nhs.net)