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## Appendix 4: Letter of confirmation

The following wording is given as an example. It may not be applicable in every case and may consequently need addition or amendment. For example, a confirmation at the time of initial appointment may be different to the annual core testing.

[**LEAD EMPLOYING ORGANISATION**[[1]](#footnote-2) **LETTERHEAD**]

[**DATE**]

Dear [**CHAIR NAME**[[2]](#footnote-3)],

**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, eg 2023/24**] as at [**date of conclusion of annual**[[3]](#footnote-4) **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](https://www.england.nhs.uk/leaders/) requirements and in reaching my conclusion that [**name of board member**] is fit and proper/is fit and proper with mitigation(s) sign off 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. [↑](#footnote-ref-2)
2. This is the name of the chair of the other organisation that the joint board appointment is made with. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)