

**Non-Executive Director
Information for Candidates
December 2018**



Welcome from the Chair

Thank you for your interest in the Non-Executive Director roles at Queen Victoria Hospital NHS Foundation Trust.

QVH has a proud heritage and is known throughout the world for pioneering new and innovative techniques and treatments; we continue to receive excellent feedback from patients and have made great strides in implementing our longer term strategy for delivering excellence.

Our CQC visit in 2015 rated us as 'Good' with 'Outstanding' patient care and we are committed to working towards every aspect of QVH being rated as Outstanding. Our values of humanity, pride and continuous improvement are at the centre of everything we do. With around 900 members of staff, an active council of governors and assisted by our band of volunteers, we have a great team here at QVH. They are critical to our continued success and I am confident that we have the expertise and ability to deliver the Trust's vision for delivering excellence.

As part of the wider NHS, partnerships are particularly important for us. We work with other trusts and our local health community to ensure a full spectrum of care can be provided, as well as being an active contributor to our local Sustainability and Transformation programme.

We are looking for two Non-Executive Directors who shares our values and can work with us in leading QVH on the next stage of our journey.

I hope this pack, along with the supporting information, gives you all the information you need in considering your application. If you have any queries please contact Dee Vaidya, EA to the Chair and Chief Executive deepa.vaidya@nhs.net or phone 01342 41451

We look forward to hearing from you



Beryl Hobson
Chair



About Queen Victoria Hospital NHS Foundation Trust

Queen Victoria Hospital is a specialist NHS hospital providing life-changing reconstructive surgery, burns care and rehabilitation services for people across the South of England.

Our world-leading clinical teams also treat common conditions of the hands, eyes, skin and teeth for the people of East Grinstead and the surrounding area. In addition we provide a minor injuries unit, expert therapies and a sleep service.

We are a centre of excellence, with an international reputation for pioneering advanced techniques and treatments. Everything we do is informed by our passion for providing the highest quality care, the best clinical outcomes and a safe and positive patient experience. QVH was authorised as one of the country's first NHS foundation trusts in July 2004. We have around 7,600 public members in Kent, Surrey and Sussex.

The principal clinical activities of the trust are the provision of:

- plastic surgery (including reconstructive surgery for cancer patients) and burns care;
- head, neck, eyes and dental services (including associated cancer surgery and orthodontics);
- sleep disorders services;
- a wide range of therapy services and community-based services; and
- a minor injuries unit.

QVH operates from its 'hub' hospital site in East Grinstead, West Sussex. Reconstructive surgery services are also provided by QVH in 'spoke' facilities at other hospital sites across Kent, Surrey and Sussex.

We have important links with the operational delivery network for cancer and trauma care covering Kent, Surrey, and Sussex. QVH is also involved in a number of multidisciplinary teams throughout the region.

QVH has previously delivered a strong operational and financial performance despite a very challenging external environment. We perform strongly against our key quality targets and continue to provide the high-quality care of which our staff are rightly proud. In 2018 QVH rectified long-standing issues with systems used to report waiting list information; which resulted in an increase in our reported waiting list. Our systems are now more reliable than they have been for several years and there is a considerable focus on productivity and efficient working to ensure we restore our operational and financial performance in line with expectations of this highly successful trust.



Our vision and strategy

“Delivering excellence”

Outstanding patient experience

World-class clinical services

Operational excellence

Financial sustainability

Organisational excellence

QVH2020: Delivering Excellence is our shared vision for continued success at QVH over the coming years. It is based on the straightforward belief that delivering excellence is the most effective way of ensuring that QVH continues to thrive. Staff across the organisation, at all levels, continue to develop the vision with ideas for how services could be better for patients, safer and more efficient.

Outstanding patient experience

We put the patient at the heart of safe, compassionate, competent care that is provided by well-led teams in an environment that meets the needs of patients and their families

World-class clinical services

We provide world class services that are evidenced by clinical and patient outcomes and underpinned by our reputation for high quality education and training and innovative research and development

Operational excellence

We provide streamlined services that ensure our patients are offered choice and are treated in a timely manner

Financial sustainability

We make the best use of our resources to offer cost-effective and efficient care whilst looking for opportunities to grow and develop our services

Organisational excellence

We seek to maintain a well led organisation delivering safe, effective and compassionate care through an engaged and motivated workforce.



Our Values

Our values are **humanity**, **continuous improvement of care** and **pride** underpinned by **quality**



Continuous improvement of care	Humanity	Pride
We will		
Listen to our patients and focus on what they want	Put patients first and maintain privacy and dignity at all times	Work together, respectfully and professionally, in the interest of the patient
Deliver services that are accessible and simple to use; encourage innovation and research to improve	Be courteous and respectful to everyone	Provide a workforce committed to the needs of our patients
Deliver high standards in all aspects of our work	Communicate openly and honestly with everyone	Always go the extra mile
Train and develop our staff to maintain a highly skilled workforce	Be fair and consistent in everything	Have pride in the heritage of QVH and build the QVH of the future

More information about the trust can be found on our website: www.qvh.nhs.uk



Job Description

Title:	Non-Executive Director
Responsible to:	Chair
Accountable to:	Council of Governors
Location:	East Grinstead, West Sussex
Term:	3 years (renewable subject to performance appraisal)
Commitment:	minimum 3 days per month
Remuneration:	£15k pa

Role summary

- To work alongside the Chair, executive and non-executive directors of Queen Victoria Hospital NHS Foundation Trust as an equal member of the unitary Board of Directors.
- To engage with the organisation at all levels and with patients in all clinical pathways to understand, test, challenge and drive continuous improvement of staff and patient experience of the hospital.
- To set the strategy and direction of the trust, monitoring the delivery of those plans and ensuring the maintenance of the appropriate arrangements for promoting standards of governance, behaviour and financial stewardship.
- To engage with the Council of Governors with regard to its duty to hold the non-executive directors, individually and collectively to account for the performance of the Board of Directors.

Principal duties of the Board of Directors

- Patient experience: ensuring that all QVH patients can expect and receive the highest quality of compassionate care and clinical outcomes.
- Strategy: defining the Trust's strategic objectives and priorities.
- Performance: continuously auditing and challenging performance to ensure that local and regulatory expectations are met, as a minimum, or exceeded.
- Governance: conducting business and making decisions in accordance with the highest standards of public service and with due regard to patients, staff and the communities served by the Trust.
- Outcomes: hold consultants and the senior management team to account for the delivery, publication and promotion of clinical outcomes that will inform patient, referrer and commissioner choice.



Principal responsibilities of a non-executive director

- To be accountable to the Council of Governors, individually and collectively, for the performance of the Board of Directors.
- To ensure that the Board of Directors complies with its legal, regulatory and financial governance requirements and obligations.
- To bring independent oversight and objective challenge to the work of the Board and the performance of the Trust, based on your professional experience and personal judgement.
- To be a source of advice (particularly in your area of special expertise and interest) to the Chair, Chief Executive and executive directors and to contribute to the annual performance appraisal of the Chair.
- To be an active participant in Board committees, chairing a committee where appropriate; the Chair agrees with each NED which committees they attend.
- To be responsible for the appointment, remuneration and, if necessary, removal of the Chief Executive and executive directors and to contribute to the annual performance appraisal of the Chair.



Person specification

Experience

- Board level or senior experience in a significant sized enterprise; perhaps a listed company, or a public sector body, mutual or charitable trust;
- A background in Finance, with experience in IT and/or property

or

- A clinical background, bringing a specific ability to scrutinise and support this aspect of the business.

Skills

- The ability to question, probe and challenge constructively across all areas of the business based on clear thinking and analysis.
- Ability to analyse complex information.
- Expertise in business development and competitor analysis.
- Excellent interpersonal, communication and team working skills.

Knowledge

- An understanding of and commitment to the NHS, with a solid grasp of the current challenges it faces.
- First-hand knowledge of the scope and boundaries of the role of a Non-Executive Director, good corporate governance and the Nolan principles of public life.
- Working knowledge of the main components of a complex organisation or business including: strategic planning, financial budgeting, quality assurance and performance and risk management.

Attributes

- High level of personal and business integrity.
- A supportive and constructive manner.

Desirable characteristics

- An understanding of the health needs of the local population in Kent, Surrey and Sussex and around East Grinstead, including relevant stakeholder groups.



- An understanding of membership organisations and the dynamics of realising potential from a membership base.

Time commitment and residence requirement

- The time commitment needed to fulfil this role is a minimum of 3 days each month. It is the responsibility of each Non-Executive Director to ensure that they can make sufficient time available to discharge their responsibilities efficiently, and prior to taking the appointment the successful candidate should inform the Chair of any other time commitments.
- Able to become and/or remain during the term of office a member of the Queen Victoria Hospital NHS Foundation Trust as set out in the trust's constitution. This means living in Kent, Surrey, Sussex or the London Boroughs of Croydon, Kingston, Merton, Richmond, Sutton, Bexley, Bromley, Greenwich, Lambeth, Lewisham, Southwark and Wandsworth,





How to Apply

Closing date for applications is **Friday 25 January 2019**

Following this, an initial review of written applications will take place, after which a shortlist of successful candidates will be invited to interviews scheduled to take place on **Thursday 21 March 2019**.

Candidates wishing to apply should **submit the following information by email** to deepa.vaidya@nhs.net

- A covering letter and detailed CV. The CV should include names and contact details of two referees and also a short supporting statement which addresses the criteria as set out in the person specification.
- Completed documents (appended here) as follows:
 - monitoring information form (Equality Act 2010)
 - model declaration form A (Rehabilitation of Offenders Act 1974)
 - declaration of interest and fit and proper persons test
- Details of where you saw this vacancy advertised.

We will acknowledge receipt of all applications.

Enquiries:

In the first instance, please contact Dee Vaidya, Executive Assistant to the Chair and Chief Executive deepa.vaidya@nhs.net or phone 01342 414511



MONITORING INFORMATION – EQUALITY ACT 2010

The information collected will only be used for monitoring purposes in an anonymised format and will help the organisation analyse the profile and make up of applicants and appointees to jobs in support of their equal opportunities policies.

NHS organisations recognise and actively promote the benefits of a diverse workforce and are committed to treating all employees with dignity and respect regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Name			
Date of Birth			
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> I do not wish to disclose this
I would describe my ethnic origin as:			
Asian or Asian British <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Any other Asian background Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background	Mixed <input type="checkbox"/> White & Asian <input type="checkbox"/> White & Black African <input type="checkbox"/> White & Black Caribbean <input type="checkbox"/> Any other mixed background	White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Any other White background Other Ethnic Group <input type="checkbox"/> Chinese <input type="checkbox"/> Any other ethnic group <input type="checkbox"/> I do not wish to disclose this	
Please select the option which best describes your sexual orientation			
<input type="checkbox"/> Lesbian <input type="checkbox"/> Gay <input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual <input type="checkbox"/> I do not wish to disclose this		
Please indicate your religion or belief			
<input type="checkbox"/> Atheism <input type="checkbox"/> Buddhism <input type="checkbox"/> Christianity <input type="checkbox"/> Islam	<input type="checkbox"/> Jainism <input type="checkbox"/> Sikhism <input type="checkbox"/> Judaism	<input type="checkbox"/> Hinduism <input type="checkbox"/> Other <input type="checkbox"/> I do not wish to disclose this	

The Equality Act 2010 protects disabled people - including those with long term health conditions, learning disabilities and so called "hidden" disabilities such as dyslexia. If you tell us that you have a disability we can make reasonable adjustments to ensure that your employment is fair and equitable.

Do you consider yourself to have a disability?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> I do not wish to disclose this
Please state the type of impairment which applies to you. People may experience more than one type of impairment, in which case you may indicate more than one. If none of the categories apply, please mark 'other'.			
<input type="checkbox"/> Physical Impairment <input type="checkbox"/> Sensory Impairment <input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Learning Disability/Difficulty <input type="checkbox"/> Long-standing illness <input type="checkbox"/> Other		

MODEL DECLARATION FORM A

Guidance for applicants

The position you have applied for is exempt from the Rehabilitation of Offenders Act 1974 (as amended in England and Wales).

When **Queen Victoria Hospital** is assessing your character and suitability for any such appointment, it is legally permitted to ask for and consider any information relating to unspent (current) and spent (old) criminal convictions, police cautions, final warnings or reprimands which are not protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

You are not legally obliged to declare any convictions or cautions which are protected under the Exceptions Order. Employers must not ask for, or consider any such information as part of their recruitment process. Before completing this form it will be important for you to read the useful guidance section on page two which provides additional advice about the type of criminal history information you must declare.

Where relevant to the role, the organisation may also ask you to provide any information about any investigations and/or formal action taken against you by a regulatory or licencing body which may have had an impact on your professional registration and/or fitness to practise in your chosen profession.

Any information you declare when completing this form will be verified by undertaking a follow-up check with the relevant body. It will also include carrying out a standard or enhanced disclosure through the Disclosure and Barring Services (known as a DBS check).

Enhanced disclosures may also include other non-conviction information which may be held on central police databases, where this is regarded as relevant to the position you are applying for. If the position has, in addition, been identified as a 'regulated activity' under the Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012), the enhanced disclosure will also include any information that may be held about you on the children's and/or adults barred list(s).

Our fair recruitment promise

Queen Victoria Hospital aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity, marriage or civil partnership.

The organisation does not discriminate unfairly against applicants on the basis of criminal conviction or other such information declared. If we believe that the information you have declared is relevant to the position you are applying for, we will discuss this with you prior to making our final recruitment decision. If information is not raised with you, this is because we do not believe that this should be taken into account. In any event, you remain free to discuss the matter with the recruiting manager or human resources department should you wish to do so.

All information will be examined on a case-by-case basis alongside the full range of information we gain about you as part of our recruitment process. It is important to stress that answering yes to any of the questions in the attached form does not mean that you will be prevented from taking up an appointment in the NHS.

How will my information be used?

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will only be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

If you have declared any information relating to criminal convictions or other such offences, we will consider the following:

- The relevancy of the conviction/offence to the position being applied for.
- The seriousness of the offence(s).
- Your age when you committed the offence(s).
- The length of time since the offence(s) occurred.
- If there is a pattern of offending behaviour.
- The circumstances surrounding the offence(s).
- Any evidence you provide to demonstrate that your circumstances have changed since the offending behaviour.

It is important to be aware, that the failure to disclose all spent and unspent convictions which you are legally obliged to declare (i.e. those that are not protected by Exceptions Order of the Rehabilitation of Offenders Act (as amended in England and Wales), could result in disciplinary proceedings or dismissal.

Please ensure that you take the time to read the supplementary guidance that we sent to you with your application form. This provides you with detailed information about how we will process your application, the persons to whom information will be disclosed, and the range of checks that we will undertake as part of our recruitment process.

Useful guidance

If you have a criminal history, it will be important for you to refer to the easy to read [guidance documents](#) provided on the Unlock website.

Unlock is a charity body that provides information and advice to individuals to help them gain a greater understanding about the type of information employers are likely to seek about their criminal history, which convictions and cautions are protected under the Exceptions Order (i.e. will never be disclosed as part of a DBS check and do not need to be declared when completing this form) and their rights.

MODEL DECLARATION FORM A

Please complete and return the form only to deepa.vaidya@nhs.net at Queen Victoria Hospital NHS FT

Before completing this form, it is important to note the following points:

1. You must answer all the questions in this form.
2. Before ticking yes or no, please ensure that you to read the explanatory notes which are provided underneath each of the questions. These notes are intended to guide you in determining what additional information you will be required to provide to support your answers.
3. If you answer yes to any of the questions, please use the space provided to include any relevant information about your suitability for the position you are applying for.
4. If you would like any additional supplementary evidence to support your application to be considered, please ensure it is attached or uploaded with this form when you return it.
5. You are not required to disclose information about parking offences.

Applicant details			
Full name (in block capitals)		Contact details	
Role applied for			
1. Are you currently bound over, or have you ever been convicted of any offence by a Court or Court-Martial in the United Kingdom or in any other country?			Yes
You should tick no, if any convictions are protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to information about protected convictions and cautions in the useful guidance section.			No
If you have ticked yes, please provide details of the order binding you over and/or the nature of the offence, penalty, sentence or order of the Court, the date and place of the Court hearing.			
2. Have you ever received a police caution, reprimand or final warning in the United Kingdom or in any other country?			Yes
You should tick no, if any cautions, reprimands or final warnings are protected (or filtered out) by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013. Please refer to further information about protected convictions and cautions in the useful guidance section.			No

If you have ticked yes, please provide details of the caution, reprimand or final warning, including the date and reason administered.

3. Have you been charged with any offence in the United Kingdom or in any other country that has not yet been disposed of?

Yes	No
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Please note that you must inform us immediately if you are charged with any offence in the United Kingdom or in any other country after you complete this form and before taking up any position offered to you.

If you have ticked yes, please provide details of the nature of the offence with which you are charged, date on which you were charged, and details of any on-going proceedings by a prosecuting body.

4. Are you aware of any current investigations being undertaken by the police following allegations being made against you in the United Kingdom or in any other country?

Yes	No
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If you have ticked yes, please provide details of the nature of the allegations made against you and, if known to you, any action to be taken against you by the police.

Please note that we will only take into account any current investigations which might be relevant to the position you are applying for.

5. Have you ever been investigated by the NHS Business Services Authority (formerly NHS Counter Fraud and Security Management Services) or any other investigatory body resulting in a current or past conviction or any formal action being taken against you?

Yes	No
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If you have ticked yes, please provide details of the offence, including any dates.

Investigatory bodies may include:

HM Revenue & Customs, the Financial Services Authority, Department for Business, Energy and Industrial Strategy (formerly the Department of Trade & Industry), Department of Work and Pensions, Home Office, UK Visas and Immigration and local authorities.

This list is intended as a guide only, you must declare any investigation conducted by an investigatory body.

6. Have you ever been dismissed by reason of misconduct from any employment, volunteering, office, or other position previously held by you?	Yes	No
<p>If you have ticked yes, please provide details of the employment, volunteering, office, or other position held, the date that you were dismissed and the nature of allegations of misconduct made against you.</p>		
7. Are you currently subject to a fitness to practise investigation and/or proceedings of any nature by a regulatory or licensing body in the UK or in any other country?	Yes	No
<p>If you have ticked yes, please provide the reasons given for the investigation and, where applicable, the details of any warnings, conditions or sanctions (including limitations, suspension or any other restrictions) that apply to your professional registration and, the name and address of the regulatory or licensing body concerned.</p> <p>Please note that we will only take into account any current fitness to practise investigation or proceedings which might be relevant to the position you are applying for.</p>		
8. Have you ever been removed from the register, or have conditions or sanctions been placed on your registration, or have you been issued with a warning by a regulatory or licensing body in the UK or in any other country?	Yes	No
<p>You should tick no, where any right to appeal has been upheld and where that appeal has resulted in your case being fully exonerated.</p> <p>If you have ticked yes, please provide details of any conditions or sanctions (including limitations, suspension or any other restrictions) that apply to your registration and/or any warnings issued, where relevant and, the name and address of the regulatory or licensing body concerned.</p>		
9. Are you subject to any other prohibition, limitation, or restriction that means we are/or may be unable to consider you for the position for which you are applying?	Yes	No
<p>If you have ticked yes, please include details of the nature of the prohibition, restriction or limitation and by whom it was made.</p>		

Continuation sheet:

If you have answered yes to any of the questions above, please use the space below to provide any additional information you wish us to consider as part of your application. You may continue on a separate sheet or attach any additional evidence, if you wish to do so.

Please clearly indicate the number of the question to which the information relates.

Declaration

IMPORTANT

The Data Protection Act 1998 requires us to advise you that we will be processing your personal data. Processing includes: holding, obtaining, recording, using, sharing and deleting information.

The Act defines 'sensitive personal data' as racial or ethnic origin, political opinions, religious or other beliefs, trade union membership, physical or mental health, sexual life, criminal offences, criminal convictions, criminal proceedings, disposal or sentence.

The information that you provide in this declaration form will be processed in accordance with the Data Protection Act 1998. It will be used for the purpose of determining your application for this position. It will also be used for purposes of enquiries in relation to the prevention and detection of fraud.

Once a decision has been made concerning your appointment, **Queen Victoria Hospital** will not retain this declaration form any longer than is necessary - see further details in the supplementary guidance notes for applicants which we provided with your application form. This declaration will be kept securely and in confidence. Access to this information will be restricted to designated persons within the organisation who are authorised to view it as a necessary part of their work.

In signing the declaration on this form, you are explicitly consenting for the data you provide to be processed in the manner described above.

I confirm that the information that I have provided in this declaration form is correct and complete. I understand and accept that if I knowingly withhold information, or provide false or misleading information, this may result in my application being rejected, or if I am appointed, in my dismissal, and I may be liable to prosecution.

Please sign and date this form.

Full name (in block capitals)		Signature	
Date			

If you need any assistance or advice before returning this form to us, or you wish to withdraw your consent at any time after you have submitted this form, please contact **[insert contact details]**.

All enquiries will be treated in strict confidence.

Declaration of interest

As established by section 40 of the trust's constitution, a director of the Queen Victoria Hospital NHS Foundation Trust has a duty:

- to avoid a situation in which the director has (or can have) a direct or indirect interest that conflicts (or possibly may conflict) with the interests of the foundation trust
- not to accept a benefit from a third party by reason of being a director or doing (or not doing) anything in that capacity.
- to declare the nature and extent of any relevant and material interest or a direct or indirect interest in a proposed transaction or arrangement with the foundation trust to the other directors.

To facilitate this duty, directors are asked on appointment to the trust and thereafter at the beginning of each financial year, to complete the following form to declare any interests or to confirm that the director has no interests to declare (a 'nil return'). Directors must request to update any declaration if circumstances change materially.

All declarations of interest and nil returns are kept on file by the trust and recorded in the register of interests of the director which is maintained by the company secretary and made available for inspection on request.

By completing and signing this declaration you confirm your awareness of any facts or circumstances which conflict or may conflict with the interests of QVH NHS Foundation Trust.

Relevant and material interests	Details of interest(s)	Nil return
Directorships, including non-executive directorships, held in private companies or public limited companies (with the exception of dormant companies).		
Ownership, part ownership or directorship of private companies, businesses or consultancies likely or possibly seeking to do business with the NHS or QVH.		
Significant or controlling share in organisations likely or possibly seeking to do business with the NHS or QVH.		

A position of authority in a charity or voluntary organisation in the field of health or social care.		
Any connection with a voluntary or other organisation contracting for NHS or QVH services or commissioning NHS or QVH services.		
Any connection with an organisation, entity or company considering entering into or having entered into a financial arrangement with QVH, including but not limited to lenders of banks.		
Any "family interest": an interest of a close family member which, if it were the interest of that director, would be a personal or pecuniary interest.		

Fit and proper person declaration

As established by regulation 5 of the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 ("the regulations"), QVH has a duty not to appoint a person or allow a person to continue to be an executive director or equivalent or a non-executive director of the trust under given circumstances known as the "fit and proper person test".

By completing and signing this declaration you confirm your awareness of any facts or circumstances which prevent you from holding office as a director of QVH NHS Foundation Trust.

Categories of person prevented from holding office	Applicable	Not applicable
The person is an undischarged bankrupt or a person whose estate has had a sequestration awarded in respect of it and who has not been discharged.		
The person is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order or an order to like effect made in Scotland or Northern Ireland.		
The person is a person to whom a moratorium period under a debt relief order applies under Part VIIA (debt		

relief orders) of the Insolvency Act 1986(40).		
The person has made a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it.		
The person is included in the children's barred list or the adults' barred list maintained under section 2 of the Safeguarding Vulnerable Groups Act 2006, or in any corresponding list maintained under an equivalent enactment in force in Scotland or Northern Ireland.		
The person is prohibited from holding the relevant office or position, or in the case of an individual from carrying on the regulated activity, by or under any enactment.		
The person has been responsible for, been privy to, contributed to, or facilitated any serious misconduct or mismanagement (whether unlawful or not) in the course of carrying on a regulated activity, or discharging any functions relating to any office or employment with a service provider.		

Declaration

Name:

Signature:

Date: