

Appendix 8a – Executive Director Reference

WORCESTERSHIRE ACUTE HOSPITALS NHS TRUST

Please note that candidates have the right to request access to references and that our normal practice would be to disclose the reference to the candidate.

NAME OF APPLICANT:

REF. NO:

POST APPLIED FOR:

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website [here](#).

You also have a responsibility to ensure that the reference is accurate and should be aware that relevant factual content of the reference may be discussed with the applicant in relation to Working Together to Safeguard Children, DfES, 2006.

1. When was the candidate employed by you?

From:

To:

2. In what capacity and how long have you known the candidate?

3. Please give a brief description of the duties and responsibilities of the post.

4. Did the candidate manage / supervise staff? If so how many and what was the extent of their managerial / supervisory responsibilities?

5. Please comment on the candidate's conduct and overall job performance. How would you rate the candidate in the following? Please tick as appropriate.

	Excellent	Good	Fair	Room for Improvement
Punctuality				
Initiative / Organisational Skills				
Self-Motivation				
Overall Job Performance				
Ability to communicate				
Ability to prioritise workload and keep to deadlines				
Ability to work without supervision				
Working relationships with colleagues and clients				

6. Are you satisfied that the person has the ability and is suitable to undertake the job they have applied for?

7. Are you aware of any reason that the candidate could not fulfil the requirements of this job?

8. Have you got any reason to believe the candidate should not work with children, young people or vulnerable adults?

Yes / No

If 'yes' please give further details

9. Please comment on the candidate's working relationship with colleagues and clients.

10. Have you experienced any disciplinary / performance problems with this candidate?

Yes / No

If answered 'yes' to question 10 - Please give details of any disciplinary / performance procedures the applicant has been subject to, including those which relate to their behaviour towards children, young people or vulnerable adults; and the outcome of those procedures, e.g. whether the allegation or concern was investigated and how the matter was resolved.

11. Why did the candidate leave your employment (if relevant)?

12. Would you employ the candidate again?

Yes / No

If 'no', please give reasons

13. Fit & Proper Person Requirements for Executive Posts

The Health and Social Care Act 2008 (Regulated Activities) Regulations 2008 state that the Trust must not appoint or have in place an individual as a director, or who performs the functions of or equivalent or similar functions of a director if they do not fulfil the following requirements:

- a) The individual is of good character;
- b) The individual has the qualifications, competence, skills and experience which are necessary for the relevant office or position or the work for which they are employed;
- c) The individual is able by reason of their health, after reasonable adjustments are made, of properly performing tasks which are intrinsic to the office or position for which they are appointed or to the work for which they are employed;
- d) The individual has not been responsible for, 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 providing a service elsewhere which, if provided in England, would be a regulated activity; and
- e) None of grounds of unfitness specified in Part 1 of Schedule 4 apply to the individual.

The grounds of unfitness specified in Part 1 of Schedule 4 to the Regulated Activities Regulations are:

- a) The person is an undischarged bankrupt or a person whose estate has had sequestration awarded in respect of it and who has not been discharged;
- b) 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;
- c) 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;
- d) The person has made a composition or arrangement with, or granted a trust deed for, creditors and not been discharged in respect of it;
- e) The person is included in the children's barred list or the adult's 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;
- f) The person is prohibited from holding the relevant office or position, or in the case of an individual for carrying on the regulated activity, by or under any enactment.

Considering these requirements, and based on your knowledge of the individual, would you have any concerns as to their suitability for appointment?

Yes / No

If you have answered "yes", please expand below:

14. In line with the Equality Act 2010, we are asking for information on sickness absence for this candidate who has been offered a position subject to pre-employment checks.

Date	Number of Days	Medically Certified	Reason

Does the sickness absence rate give you cause for concern?

Yes / No

15. Any other comments?

Signature:	
Name (printed):	
Designation:	
Company Name:	
Date:	
Email address:	
Telephone Number:	