



## Self-Certification Template

FT Name:

NHS Foundation Trusts are required to make the following declarations to Monitor:

- 1 & 2 *Systems for compliance with licence conditions - in accordance with General condition 6 of the NHS provider licence*
- 3 *Availability of resources and accompanying statement - in accordance with Continuity of Services condition 7 of the NHS provider licence*
- 4 *Corporate Governance Statement - in accordance with the Risk Assessment Framework*
- 5 *Certification on AHSCs and governance - in accordance with Appendix E of the Risk Assessment Framework*
- 6 *Certification on training of Governors - in accordance with s151(5) of the Health and Social Care Act*

Declarations 1 and 2 above are set out in this template, which is required to be returned to Monitor by 29 May 2015.

Declaration 3 is included in the APR 2015/16 Final Financial Template, which is required to be returned to Monitor per communications on final operational plan submissions.

Declarations 4, 5 and 6 above are set out in a separate template, which is required to be returned to Monitor by 30 June 2015.

Templates should be returned via the Trust portal, marked as a Trust Return with the activity type set to Annual Plan Review.

### How to use this template

- 1) Copy this file to your Local Network or Computer.
- 2) Select the name of your organisation from the drop-down box at the top of this worksheet.
- 3) In the Certifications G6 worksheet, enter responses and information into the yellow data-entry cells as appropriate.
- 4) Once the data has been entered, add signatures to the document, as described below.
- 5) Use the Save File button at the top of this worksheet to save the file to your Network or Computer - note that the name of the saved file is set automatically - please do not change this name.
- 6) Copy the saved file to your outbox in your Monitor Portal.

**Notes:** *Monitor will accept either:*

- 1) *electronic signatures pasted into this worksheet (always use Paste-Special to do this) or*
- 2) *hand written signatures on a paper printout of this declaration posted to Monitor to arrive by the submission deadline.*

*In the event that an NHS foundation trust is unable to fully self certify, it should NOT select 'Confirmed' in the relevant box. It must provide commentary (using the section provided at the end of this declaration) explaining the reasons for the absence of a full self certification and the action it proposes to take to address it.*

# Worksheet "Certification G6"

## Declarations required by General condition 6 of the NHS provider licence

The board are required to respond "Confirmed" or "Not confirmed" to the following statements (please select 'not confirmed' if confirming another option). Explanatory information should be provided where required.

### 1 & 2 General condition 6 - Systems for compliance with license conditions

- 1 Following a review for the purpose of paragraph 2(b) of licence condition G6, the Directors of the Licensee are satisfied, as the case may be that, in the Financial Year most recently ended, the Licensee took all such precautions as were necessary in order to comply with the conditions of the licence, any requirements imposed on it under the NHS Acts and have had regard to the NHS Constitution. Confirmed

**AND**

- 2 The board declares that the Licensee continues to meet the criteria for holding a licence. Confirmed

Signed on behalf of the board of directors, and having regard to the views of the governors

Signature 

Signature 

Name

Name

Capacity

Capacity

Date

Date

Further explanatory information should be provided below where the Board has been unable to confirm declarations 1 or 2 above.

A

B