

Board of Directors

Thursday, 31 January 2019

Report Title:	Use of the Trust Seal
Executive/NED Lead:	Ann Alderton, Company Secretary
Report author(s):	Clare Harper, Senior Committee Secretary
Previously considered by:	Not previously considered

Approval
 Discussion
 Information
 Assurance

Executive summary
In accordance with Standing Orders the report notifies the Trust Board that the Trust Seal was used on four occasions between October 2018 and January 2019. The report identifies the signatories and the register number of the given transactions.
Action Required of the Board of Directors
Receive this report for information

Link to Strategic Objectives (SO)	Please tick
SO1 Improve quality and patient outcomes	<input type="checkbox"/>
SO2 Provide better value for money	<input type="checkbox"/>
SO3 Sustain and improve access to services that meet the needs of the population	<input checked="" type="checkbox"/>
SO4 Deliver a sustainable, skilled workforce	<input type="checkbox"/>

Risk Implications for the Trust <i>(including any clinical and financial consequences)</i>	That the use of the Trust Seal is properly regulated.
Trust Risk Appetite	Compliance/Regulatory: The board has a minimal risk appetite when it comes to compliance with regulatory issues. It will meet laws, regulations and standards unless there is strong evidence or argument to challenge them
Legal and regulatory implications <i>(including links to CQC outcomes, Monitor, inspections, audits, etc.)</i>	Nothing detailed within the report contravenes Trust legal/statutory responsibilities or the human rights of staff and/or public
Financial Implications	There are no financial implications associated with this report.
Equality and Diversity	Nothing detailed within the report contravenes Equality and Diversity responsibilities of staff and/or public

Report on the use of the Trust Seal

BACKGROUND

1. Standing Order 8 requires that the Trust Board receive a report on the sealing of all documents under the seal of The East Suffolk and North Essex NHS Foundation Trust.

KEY ISSUES

2. The Trust Board is notified that the seal of the Trust was used on four occasions:
3. On 22nd October 2018 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Underlease between East Suffolk and North Essex NHS Foundation Trust and Community Health Partnerships Ltd relating to part of the Colchester Primary Care Centre in Turner Road, Colchester, Essex, CO4 5JR.
4. In accordance with the Standing Order, the above was signed by the Director of Finance and the Managing Director, in the presence of Company Secretary, Ann Alderton.
5. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 5.
6. On 22nd October 2018 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Deed of Covenant between the successors in title to the land pursuant to a Transfer of Part dated 17th June 2004 and East Suffolk and North Essex NHS Foundation Trust.
7. In accordance with the Standing Order, the above was signed by the Director of Finance and the Managing Director, in the presence of Company Secretary, Ann Alderton.
8. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 6.
9. On 29th November 2018 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Refurbishment of Somersham Ward Sub-contractor Collateral Warranty Agreement between DDL Group Ltd and Turners Carpentry & Joinery Ltd and East Suffolk and North Essex NHS Foundation Trust.
10. In accordance with the Standing Order, the above was signed by the Director of Strategy, Research and Innovation and the Chief Nurse in the presence of Company Secretary, Ann Alderton.
11. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 7.
12. On 14th January 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:

- Lease of Land (Ground Lease) between East Suffolk and North Essex NHS Foundation Trust (Landlord) and Novinti Colchester Ltd (Tenant).
13. In accordance with the Standing Order, the above was signed by the Director of Finance and the Director of Information, Communication and Technology in the presence of Company Secretary, Ann Alderton.
 14. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was No. 8.

NEXT STEPS

15. None.

RECOMMENDATION

16. The Trust Board is asked to receive and note the contents of the report.