

Board of Directors

Thursday 7 November 2019

Report Title:	Use of the Trust Seal
Executive/NED Lead:	Denver Greenhalgh, Director of Governance
Report author(s):	Clare Harper, Senior Committee Secretary
Previously considered by:	Not previously considered

Approval
 Discussion
 Information
 Assurance

Executive summary		
In accordance with Standing Order 8 this report notifies the Board of Directors that on four (4) occasions in October 2019 documents were sealed under the seal of East Suffolk and North Essex NHS Foundation Trust. The report identifies the signatories and the register number of the given transaction.		
Action Required of the Board/Committee		
Note the Report		
Link to Strategic Objectives (SO)		Please tick
SO1	Keep people in control of their health	<input type="checkbox"/>
SO2	Lead the integration of care	<input type="checkbox"/>
SO3	Develop our centres of excellence	<input type="checkbox"/>
SO4	Support and develop our staff	<input type="checkbox"/>
SO4	Drive technology enabled care	<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 10th October 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Sub-contractor collateral warranty for the Employer 2016 between DPL Group Limited and Turners Carpentry & Joinery Limited and ESNEFT relating to the refurbishment of the existing mortuary department and the fire alarms, containment routes and BMS controls at Ipswich Hospital.
 - Licence to Sublet Part and Counterpart Under lease relating to premises on Part Ground and Lower Ground floors at 86 Sandyhill Lane, Ipswich, between ISG Jackson Limited and East Suffolk & North Essex NHS Foundation Trust.
 - Lease of land at Colchester General Hospital and Underlease of part of the multi-modality diagnostic imaging centre at Colchester General Hospital, Turner Road, Colchester between Alliance Medical Limited and ESNEFT.
4. In accordance with the Standing Order and the policy on the Custody & Use of the Trust Seal, the above was signed by the Chief Nurse and the Director of Information, Communication and Technology in the presence of Senior Committee Secretary, Clare Harper.
5. The Register for the Use of the Trust Seal was updated and the Register Numbers for the transactions were No. 27, 28 and 29.
6. On 16th October 2019 the seal of East Suffolk and North Essex NHS Foundation Trust was affixed to:
 - Second Deed of Variation relating to the Agreement for Underlease for land at the New Main Entrance at Colchester Hospital, Turner Road, Colchester between Noviniti Colchester Limited and ESNEFT.
7. In accordance with the Standing Order and the policy on the Custody & Use of the Trust Seal, the above was signed by the Chief Executive and Chief Nurse in the presence of Senior Committee Secretary, Clare Harper.
8. The Register for the Use of the Trust Seal was updated and the Register Number for the transaction was 30.

RECOMMENDATION

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