

**Trust Board of Directors Meeting
Report Summary**

Date of Meeting: 11 January 2024	
Title of Document: Trust Seal Quarterly update report	
To be presented by: George Chalkias, Director of Governance	Author: Senior Committee Secretary
1. Status: For Assurance	
2. Purpose: Standing Order 8 requires that the Board of Directors receives a report on the sealing of all documents under the seal of The East Suffolk and North Essex NHS Foundation Trust.	
Relates to:	
Strategic Objective	N/A
Operational performance	N/A
Quality	N/A
Legal/Regulatory/Audit	Nothing detailed within the report contravenes Trust legal/statutory responsibilities or the human rights of staff and/or public.
Finance	There are no financial implications associated with this report.
Governance	That the use of the Trust Seal is properly regulated.
NHS policy/public consultation	N/A
Accreditation/inspection	N/A
Anchor institutions	N/A
ICS/ICB/Alliance	N/A
Board Assurance Framework (BAF) Risk	The Board has a cautious risk appetite when it comes to compliance and regulatory issues. Where the laws, regulations and standards are about the delivery of safe, high quality care, or the health and safety of the staff and public, it will make every effort to meet regulator expectations and comply with them and will only challenge them if there is strong evidence or argument to do so and the gain will outweigh the adverse consequences.
Other	
3. Summary: The Board of Directors is advised that the Trust Seal was used on five occasions since the last report. The signatories of the given transactions are identified.	
4. Recommendations / Actions The Board is invited to note the report.	

The Board of Directors is notified that the seal of the Trust was used on five occasions:

On 22 September 2023 the seal was affixed to –

- Renewal Lease By Reference To An Existing Lease. Unit 7 Easter Park, Axial Way, Colchester, Essex. Audio Visual Commodity Limited and ESNEFT.

In accordance with the Standing Order, the above was signed by the Chief Executive and Director of Digital and Logistics.

On 5 October 2023 the seal was affixed to –

- Lease relating to premises forming part of the Ground Floor, Villa 1, Turner Village, Colchester Hospital, Turner Road, Colchester, Essex. ESNEFT and NANNAS LTD.

In accordance with the Standing Order, the above was signed by the Director of Digital and Logistics and the Director of Finance.

On 25 October 2023 the seal was affixed to –

- Reconfiguration / Extension of Villa 4, Colchester Hospital, ESNEFT. ICD 2016 Intermediate Building Contract with contractor's design 2016.
- SCWa/E2016 Sub-Contractor Collateral Warranty for the Employer 2016. Alterations and Refurbishment of the existing Emergency Department at Colchester Hospital.

In accordance with the Standing Order, the above was signed by the Chief Medical Officer / Deputy Chief Executive and the Director of Digital and Logistics.

On 15 November 2023 the seal was affixed to –

- Design and build contract Endoscopy Sterilisation Unit relocation, Colchester Hospital with Colne Valley Building Services.

In accordance with the Standing Order, the above was signed by the Director of Digital and Logistics / Director of Research and Innovation.

On 20 December 2023 the seal was affixed to –

- ESNEFT 1991 enabling works EOC/DCMB, Colchester Hospital. Intermediate Building contract

In accordance with the Standing Order, the above was signed by the Medical Director / Chief Nurse.

On 3 January 2024 the seal was affixed to –

- ESNEFT handed over vacant possession of ECC Hospital Colchester to Essex Housing, final sections of land.

In accordance with the Standing Order, the above was signed by the Director of Digital and Logistics/ Director of Strategy, Research and Innovation.