

Trust Board of Directors
Report Summary

Date of Meeting: 2 May 2024	
Title of Document: Trust Seal	
To be presented by: Ann Filby, Trust Secretary	Author: Tina Terry, Board and 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.
Equality and diversity	N/A
Finance	There are no financial implications associated with this report.
Equality and diversity	N/A
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 Trust Seal was used on eight occasions since the previous report. The signatories of the given transactions are identified.	
4. Recommendations / Actions The Board is asked to note the report.	

The Board of Directors is notified that the seal of the Trust was used on eight 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, Logistics and Operations.

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, Logistics and Operations 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, Logistics and Operations.

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, Logistics and Operations and the Director of Strategy, 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 Chief Medical Officer/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, Logistics and Operations and the Director of Strategy, Research and Innovation.

On 31 January 2024 the seal was affixed to –

- Essex County Hospital phase 2 and 3 transfer to Essex County Council.
- Licence to alter Clacton Hospital, Reckitt Lodge, Clacton Community Diagnostic Centre
- CDC Access and car parking improvement works and demolition of Reckitt Lodge, Clacton Hospital.

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

On 7 March 2024 the seal was affixed to –

- EPIC contract agreement, Terms, and conditions.

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