

Trust Board Public Meeting – 27th April 2021

Documents Signed Under Seal – Quarter 4 Report

Standing order 8.3 requires that the Trust Board receives reports on the use of the Trust Seal on a quarterly basis.

Purpose of the report

An entry of every sealing is made and numbered consecutively in a book provided for that purpose, and is signed by the person who has approved and authorised the document.

Use of Seal – General guide

- (i) All contracts for the purchase/lease of land and/or building
- (ii) All contracts for capital works exceeding £100,000
- (iii) All lease agreements where the annual lease charge exceeds £10,000 per annum and the period of the lease exceeds beyond five years
- (iv) Any other lease agreement where the total payable under the lease exceeds £100,000
- (v) Any contract or agreement with organisations other than NHS or other government bodies including local authorities where the annual costs exceed or are expected to exceed £100,000

Analysis

The documents shown below have been signed under seal during quarter 4 2020/21 (to end March 2021).

Seal Register Number	Type	Description	Date Sealed
311	Seymour John Contract	Covid-19 vaccination Programme	1/12/20
312	Enteral Nutrition Tender		1/02/21
313	Lease Renewal by Reference	25 Warren Park Way Enderby.	10/03/21

Decision required

The Board is asked to note the content of this report.

Governance table

For Board and Board Committees:	Public Trust Board	
Paper sponsored by:	Chris Oakes, Director of Corporate Governance and Risk	
Paper authored by:	Kay Rippin Corporate Affairs Manager	
Date submitted:	01.04.21	
State which Board Committee or other forum within the Trust's governance structure, if any, have previously considered the report/this issue and the date of the relevant meeting(s):	NA	
If considered elsewhere, state the level of assurance gained by the Board Committee or other forum i.e. assured/ partially assured / not assured:	NA	
State whether this is a 'one off' report or, if not, when an update report will be provided for the purposes of corporate Agenda planning	Quarterly report at Trust Board	
STEP up to GREAT strategic alignment*:	High Standards	
	Transformation	
	Environments	✓
	Patient Involvement	
	Well Governed	✓
	Single Patient Record	
	Equality, Leadership, Culture	
	Access to Services	✓
	Trust wide Quality Improvement	
Organisational Risk Register considerations:	List risk number and title of risk	all
Is the decision required consistent with LPT's risk appetite:	NA	
False and misleading information (FOMI) considerations:	NA	
Positive confirmation that the content does not risk the safety of patients or the public	NA	
Equality considerations:	NA	